

# Georgetown University Law Center

## F-1 Student Transfer-Out Request

We wish you all the best in your continued studies after leaving Georgetown University Law Center.

Once you have been accepted in a new program of study, please meet with the International Student Advisor in the Office of International and Graduate Programs at Georgetown to transfer your immigration status. Together, we will establish a transfer release date and discuss the details of your transfer. Your new College/University will not be able to issue your new I-20 until the transfer release date has been reached. The transfer release date is generally the current session end date, but may vary depending on individual circumstances.

When you meet with the International Student Advisor, please submit the following documents:

- A completed and signed F-1 Student Transfer-Out Request form
- A copy of your offer of admission from your new college/university
- Any forms related to your transfer that your new college/university requires Georgetown to complete

Please note:

- For graduating students: you must transfer your immigration status within the 60 day grace period which follows successful completion of your current program of study or any authorized period of Optional Practical Training.
- For mid program students: you may transfer out at the current session end date or at any point prior to the last day of the add/drop period for the next required semester.
- After the transfer release date has been reached, Georgetown no longer has access to your student record in SEVIS.

### **TO BE COMPLETED BY STUDENT**

Student Name \_\_\_\_\_  
(Family) (First/Given) (Middle)

SEVIS ID: \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Designated School Official/International Student Advisor at new Institution

\_\_\_\_\_

Position or Title \_\_\_\_\_ Institution name \_\_\_\_\_

Institution name \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Transfer release date in SEVIS \_\_\_\_ / \_\_\_\_ / \_\_\_\_ [to be completed by Georgetown International Student Advisor]

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Today's Date

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Please return form and required documentation to:  
Office of International and Graduate Programs, Room 352  
Georgetown University Law Center, Washington, DC 20001  
Telephone: (202) 662-9319, Fax: (202) 662-9487