

Transfer OUT of UMSL - SEVIS record in Initial Status

This form is for students who entered the United States on an I-20 issued by the University of Missouri-St. Louis (UMSL) and want to study at a different institution immediately upon arrival to the USA.

*****Please read carefully as information below is critical for your successful transfer.*****

1. UMSL can only transfer your SEVIS record if you entered the US on an I-20 issued by UMSL. If this is not the case and you presented yourself at the U.S border with an I-20 issued by a different institution, you will need to contact the International Admission Office at that institution. International Students on F-1 Visa can only have one active SEVIS record at a time.
2. **UMSL Global will NOT complete any transfer forms or questionnaires required by other institutions.** Please communicate to your new institution that you are **transferring your SEVIS record after entering the U.S. on an Initial I-20 and that you have not attended UMSL.** Your SEVIS record will be transferred to your new institution in **active status** and the transfer release date will be scheduled as early as possible.
3. If your new institution is in a location other than St. Louis you **do not** have to stay in St. Louis for the transfer process to be completed. SEVIS record transfer is an electronic transaction and will be completed upon **submitting ALL documents listed below in one email.** You will be notified via email that your Transfer Out was scheduled. Your request will be processed in the order UMSL Global receives it. During new student orientation and the first week of classes, transfers will be processed as time allows, due to high volume of student requests and welcoming new students at that time.
4. Your new institution cannot issue a new I-20 until your SEVIS record is transferred to them. SEVIS Release date of all Initial Status records is set for the same day the transfer is processed by UMSL Global.

This form must be fully completed and submitted in one email to lenka.garimella@umsl.edu along with the documents below:

- New School Admission Letter**
- I-94 form - arrival record to the U.S. - PDF of this form can be obtained here: <https://i94.cbp.dhs.gov>**
- Copy of your passport information page (must be clear and legible)**
- Copy of your F-1 Visa Stamp from your passport (must be clear and legible)**

Name: _____ **UMSL Student ID#:** _____
FAMILY/LAST/SURNAME(S), Given/First/Forename(s) 8 digit # - found on your admission letter to UMSL

Current Local Address in the U.S.: _____
Your SEVIS record cannot be transferred without providing Local Address in the U.S. Example: 1234 Main Street, Apt #3C, Anytown, MO 63023
 Tip: enter your address into Google maps to ensure correct format

SEVIS ID#: _____ **Email address:** _____
Can be found on your I-20 form (upper left corner 1st page - it starts with N)

Name of the institution you are transferring to: _____ **Phone#** _____

Address: _____
Contact information for the equivalent of International Office on your new campus

SEVIS Campus Code of the new institution: _____
This code is provided by Admissions/International Office at the new institution and it is not your SEVIS ID

Reason for Transferring:
 (Your feedback is valuable and helps UMSL make positive changes. It will not be used against you)

- Location
- Quality or difficulty of program
- Financial difficulties/Scholarships
- Other (Please briefly explain)

Continued:

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Student Acknowledgement Statement:

Please type your initials by each point.

My signature below confirms that:

1. _____ I request and give my permission for the University of Missouri-St. Louis (UMSL) to release any necessary information to determine my eligibility for transfer as addressed by 8CFR214.2(f)(8) to the institution indicated on this form.
2. _____ I entered the United States on certificate of eligibility (I-20 form) issued by University of Missouri-St. Louis.
3. _____ All outstanding bills at UMSL must be paid prior to transfer release. Contact the Cashier's office with questions.
4. _____ I am responsible for ensuring all my classes are dropped. Contact your academic department for instructions. If I do not drop these courses, I will be billed and I am expected to submit payment. Any outstanding bills will be submitted to Debt collecting agency.
5. _____ I will notify Office of Residential Life and Housing or my landlord of my plans to leave and I will clear any outstanding balances.
6. _____ I understand that UMSL Global must release my SEVIS record to the new institution **no later than 30 days from Program Start Date** issued on my UMSL I-20 in section Program of Study.
7. _____ I understand that if I change my mind about transferring and my record was already transferred out, I will need to contact the other institution about my SEVIS record. SEVIS records are deactivated instantly upon Transfer Release date and UMSL will no longer be able to make any adjustments to deactivated SEVIS record.

Signature: _____ Date: _____
If submitting electronically, please type your name or use Adobe signature (MM/DD/YYYY)