



**Transfer Out/SEVIS Release Clearance form**

All students in F-1 status should have only one active record in the Student and Exchange Visitor Information System (SEVIS). This active record can be accessed only by your current school as listed on your current I-20. If you wish to transfer from the University of Mississippi to another school/academic institution, you must complete this form and submit a copy of your acceptance letter to the new institution to OIP. Please note, all employment and course work at Ole Miss **must cease** as soon as your transfer is complete.

**Please print clearly**

UM ID#: \_\_\_\_\_

Name: \_\_\_\_\_

(Family Name)

(First Name)

(Middle Name)

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

Phone #: \_\_\_\_\_

Last semester enrolled at Ole Miss: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year \_\_\_\_\_

SEVIS # (located above bar code on I-20): N \_\_\_\_\_

Institution you are transferring to: \_\_\_\_\_

Campus: \_\_\_\_\_

SEVIS university code of new school: \_\_\_\_\_

**Please Note: The release date for your SEVIS transfer will be the official last day of the current semester unless otherwise requested and approved by OIP advisor.**

Transfer release date: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date \_\_\_\_\_

**For office use only:**

DSO Signature \_\_\_\_\_ Date \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_

## **Important notes regarding transfer of SEVIS record. Please read!**

- By submitting this request, you are asking the University of Mississippi to transfer your SEVIS I-20 record to a new institution where you will continue your studies.
- Please refer to the transfer out checklist below for a list of other actions you may be required to take **before** leaving Oxford.
- You may choose only one school to transfer to; therefore, wait until you have been admitted to the new institution and have decided to attend that school before requesting a transfer.
- You may transfer your I-20 at the end of the current semester of enrollment, during 60-day grace period upon completion of studies, or during/after OPT.
- To be eligible to transfer, you must be in valid F-1 immigration status.
- You must begin courses at the new institution at the next available term, but no later than 5 months of completion of study at UM or end of OPT.
- You must choose a transfer release date in which you wish OIP to transfer your SEVIS record to the new institution.
- If you decide to cancel your transfer, change the release date, or transfer to a different institution, you **must** notify OIP **before** the transfer release date. Once the transfer release date has passed, OIP will no longer have access to your SEVIS record and the new institution will have to take action.
- If the new institution sends you a transfer in verification form, turn it in with this document and admission letter.

## **Checklist**

\*These items **must** be taken care of **before** you leave Oxford.\*

- Notify your advisor/department (**and** Graduate School, if graduate student) of your intent to leave UM.
- Check out of your housing assignment with the Department of Student Housing or contact your apartment complex office manager to discontinue your lease. Cancel gas, electric, water, cable, etc.
- Pay your Bursar account to make sure you have a \$0.00 balance!
- Return any library books or materials borrowed from your lab or department.
- If you have pre-registered for the next semester, you will need to withdraw from the university using MyOleMiss, by fax, mail, or visiting the Registrar's Office in person.
- Contact the IT Helpdesk to let them know what email address to forward your go.olemiss.edu emails to.
- Fill out a change of address form with the United States Postal Service/close your P.O. Box.
- Update your MyOleMiss account with your new address where you're moving.
- Visit Human Resources to fill out a form to have your W-2 tax forms sent to your new address. This is separate than your change of address for the university!
- Cease employment by the day your SEVIS record is transferred!!

## Transfer Out Survey

We would like to know why you have chosen to leave UM. Your answers will remain confidential and will only be used for analysis by OIP. Please check all that apply. Use the lines below and back of form for comments.

- Ole Miss does not offer the courses/program I am interested in.

Please give details:

---

---

- I have family members in the area of my new institution.
- I graduated and am beginning a new program at the new institution.
- Other reason(s):

Please explain:

---

---

---

---

Classification:    Freshman    Sophomore    Junior    Senior    Master's    Ph.D.

Major: \_\_\_\_\_ Emphasis: \_\_\_\_\_

Number of semesters at UM: \_\_\_\_\_