

## SEVIS Transfer Instructions F-1 Students

***A SEVIS transfer includes: 1) transferring to another school prior to the completion of your degree, 2) completing your degree at UK and beginning another one at a different school, or 3) changing to another school to seek a degree during or at the completion of your Optional Practical Training.***

- Notify the DSO (Designated School Official) in 215 Bradley Hall of your intention to attend another school. A “release date” will be discussed and established. This is the date on which the SEVIS transfer will be activated in SEVIS.
- Complete the **Transfer Request** form (below) and submit it, along with your **unofficial UK transcript from myUK** to 215 Bradley Hall.
- UK will retain control over your student records in SEVIS until the release date is reached.
- Note: A transfer cannot be cancelled after the release date has been reached.
- If you have not graduated, you need to officially withdraw from the University of Kentucky in the Registrar’s Office, Room 12 Funkhouser Building.
- After the “release date,” obtain an I-20 from the transfer school.
- Report to the DSO at the transfer school within 15 days of the program start date listed on the I-20.
- OPT: Students presently on Optional Practical Training are eligible to have their SEVIS record transferred to another school in order to begin a new program. The transfer must occur prior to the end of the 60-day grace period at the completion of the OPT. The OPT ends as of the transfer release date.
- On-campus employment: Students who have completed/graduated from UK and plan to transfer to another school the following semester to begin a new program of study cannot work on campus unless it is part of their OPT. Students who have not completed their course of study at UK may work on campus until their SEVIS record is transferred to the new school. At that time they are then eligible to work on the campus of the new school.

## Transfer Request F-1 Student

To facilitate your transfer from UK to another school, complete this form and submit:

- unofficial transcript from myUK
- acceptance letter from the transfer school

Name: \_\_\_\_\_  
(Last) (First) (Middle)

E-mail: \_\_\_\_\_

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

SEVIS #: \_\_\_\_\_

UK Graduation date, if applicable: \_\_\_\_\_

Transfer School: \_\_\_\_\_

Transfer School Code (example NOL214F10701000): \_\_\_\_\_

Admission officer at transfer school: \_\_\_\_\_

E-mail: \_\_\_\_\_

Beginning date at transfer school: \_\_\_\_\_

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### Please read the following before signing:

In consultation with the DSO at UK, I have determined that the transfer release date of my SEVIS records should be (mm/dd/yyyy): \_\_\_\_\_. I understand that this transfer cannot be cancelled after the release date has been reached.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(mm/dd/yyyy)