



**Submit all required documents via email to [icenter@umich.edu](mailto:icenter@umich.edu).**

This form is used to notify U-M International Center of your intent to transfer your F-1 immigration status to another institution.

LAST NAME:		FIRST NAME :	MIDDLE NAME:	UMID #:
DOB: (mm-dd-yyyy)	GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	F-2 DEPENDENTS? (spouse or child) <input type="checkbox"/> YES If yes, how many? # _____ <input type="checkbox"/> NO		UNIQUENAME:
TELEPHONE:	SEVIS ID #: (top left of I-20) N			

**Important information to help you keep your legal F-1 status during transfer process:**

- An immigration transfer is different from an academic transfer. By submitting this request, you are asking the International Center (IC) to transfer your F-1 SEVIS record to a new institution where you will continue your studies. **No other actions are taken by the IC in addition to the immigration transfer.**
- Please refer to the attached Transfer-out Checklist for a list of other actions you may be required to take.
- You may choose only one 'transfer school'; therefore, wait until you have been accepted to the new institution and have decided to attend that school before requesting a transfer.
- You may transfer your F-1 status at the end of your current semester of enrollment, upon completion of studies, or during/after finishing OPT. You may transfer during your post-completion 60-day grace period.
- To be eligible for a transfer, you must be maintaining valid F-1 status.
- You must begin studying at your new institution within **five months** of completion of study at U-M or end of OPT.
- Together with the IC advisor, you will choose a '**transfer release date**' on which your SEVIS record will be moved to the new school. **Your new institution can only issue you a new I-20 after the transfer release date.**
- If you decide to cancel your transfer, change the release date, or transfer to a different institution, you must notify the IC **before** your transfer release date. Once the transfer release date has been reached, U-M will no longer have access to your SEVIS record.

**Checklist of required documents.**

- Copy of admission letter from your new institution
- Transfer-in form from new school (if applicable)
- Print-out of electronic Most Recent [I-94](#) or copy of paper I-94
- Copy of current I-20 (not including instruction page)
- If you are currently on post-completion OPT, attach a copy of your EAD card
- Unofficial transcript printed from [Wolverine Access](#) (not official transcript)

**Please complete for following information:**

Transfer school name: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone number of transfer school's International Office \_\_\_\_\_

SEVIS School Code of transfer school: \_\_\_\_\_ First day of classes at new school: \_\_\_\_\_

Requested transfer release date: \_\_\_\_\_ (date may be determined during your advising appointment)

I authorize the International Center to transfer my F-1 SEVIS record as indicated above.

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

**To be completed only by International Center Advisor**

- Faxed/e-mailed transfer-in form to transfer-in school (if applicable)
- Set up transfer in RTI
- Entered transfer information into Transfer-out Spreadsheet

ISSA initials \_\_\_\_\_ Date \_\_\_\_\_

If you are returning home or moving to another city in the U.S., you will need to make arrangements to prepare for your departure. This checklist provides things to consider before you leave.

### U.S. IMMIGRATION REQUIREMENTS

- Departure from UM:** You may need to complete a departure form. View the appropriate link below to verify if you need to do so.
  - F1** <http://www.internationalcenter.umich.edu/resources/forms/f1-departure>
  - J1 Student** [http://internationalcenter.umich.edu/sites/default/files/forms/J1\\_StdntDepartForm.pdf](http://internationalcenter.umich.edu/sites/default/files/forms/J1_StdntDepartForm.pdf)
  - J1 Scholar** [http://internationalcenter.umich.edu/sites/default/files/forms/J1\\_ScholarDepartForm.pdf](http://internationalcenter.umich.edu/sites/default/files/forms/J1_ScholarDepartForm.pdf)
- Transfer to another U.S. School:** students/scholars should complete the appropriate transfer-out form.
  - F1** <http://internationalcenter.umich.edu/sites/default/files/forms/Ftransferout.pdf>
  - J1** <http://internationalcenter.umich.edu/sites/default/files/forms/Jtransferout.pdf>

### HEALTH INSURANCE

- If you have International student/scholar health insurance and are leaving **MORE than 30 days prior to the end date of your I-20/DS-2019:** complete the appropriate departure form or transfer-out form (above) to end your insurance coverage. Your insurance end date will be changed to end of the month that your SEVIS record is completed/terminated/released to your new school.
- If you are leaving **LESS than 30 days prior to the end date of your I-20/DS-2019,** visit or email the International Center Health Insurance office (ihi@umich.edu) to confirm the end date of your insurance coverage.
- File any outstanding medical insurance claims. Pay any balances that you owe.

### U-M STUDENT ACCOUNTS

- If you are registered for the next term: visit, write, or fax the Registrar's Office before the first day of the term to be disenrolled ([www.ro.umich.edu](http://www.ro.umich.edu), type "disenroll" in the search box and then select "how to disenroll from a term").
- Pay your student accounts balance so your transcripts and/or diploma can be released.
- Clear your student accounts so that your transcripts and/or diploma can be released.
- Order transcripts at <http://www.ro.umich.edu/transcript/> if you will need them.
- Make arrangements to have your diploma sent to you if you do not receive it before departing.

### HOUSING/CHANGE OF ADDRESS

- If you live in family housing, notify the Housing Office of your departure at least 45 days in advance.
- Leave a forwarding address with your landlord for reimbursement of your security deposit.
- Fill out Forwarding Mail Address form on the United States Postal Service web page.  
<https://www.usps.com/manage/forward.htm>
- Join the University Alumni Association.  
<http://alumni.umich.edu/membership>

### BANK, UTILITY AND CREDIT CARD ACCOUNTS

- Close your bank accounts. Remove safety deposit box contents if you have one.
- Settle accounts with businesses, utilities and publication (including newspapers, time payments, insurance, diaper service, credit cards). You may leave money with an entrusted friend if you have outstanding bills that you cannot take care of before you leave.

### PHONE

- Contact the phone company to disconnect your landline (if applicable). Settle your account.
- Contact your cell phone company to cancel your cell phone account.

## **CAR**

- If you are selling your car to a dealer, ask for a photocopy of both sides of the assigned title and keep it in your files.
- If you are selling to an individual, it is strongly recommended that you go to the Secretary of State office with the buyer to witness the transfer and notarization of the title. Remove your plates and turn them in for cancellation.
- If you've asked someone to sell your car on your behalf, sign a Power of Attorney form and leave it with the person who is selling the car.

## **SHIPPING YOUR BELONGINGS**

- Ask the Post Office to determine shipping regulations to your home country. (every country has different requirements).
- If you plan on sending your belongings home via surface mail (by sea) you will need to determine the regulations of the size, weight, and content of the boxes. Consider the length of time it will take for the parcels to arrive, and purchase additional insurance for any potential damage to equipment, books, etc.
- Consult your embassy or consulate to determine what customs regulations you will need to consider when taking your belongings home.

## **TRAVEL AND AIRPORT INFORMATION**

- For the latest information on air travel regulations and restrictions, review the information on our website.  
<http://internationalcenter.umich.edu/airport-information>

## **SOCIAL SECURITY CARD**

- Your Social Security number will remain on record even if you are not in the United States. Keep your Social Security card in case you ever return to the United States.

## **PASSPORTS**

- Be sure that your passport has not expired. Review renewal information on our website if you need to renew it.  
<http://www.internationalcenter.umich.edu/abroad/swt/travel/passports>
- Children born in the U.S. to parents who are not U.S. citizens may obtain a U.S. passport. Birth certificates for persons born in Washtenaw County are obtained from the Washtenaw County Clerk/Register of Deeds Office, located at 200 N. Main, Ann Arbor. You may want to get several copies of the birth certificate. You will need to show a valid driver's license or other state-issued identification.

## **VISA REQUIREMENTS (IF TRAVELING TO ANOTHER COUNTRY)**

- You may need an entry visa if you will be entering a country other than your country of citizenship. Review the information about visas to other countries on our website.  
<http://www.internationalcenter.umich.edu/abroad/swt/travel/visas>

## **PHOTOS**

- Photos for visa and passport applications can be obtained for all ages, including infants, at U-M Photo Services, LSA Building, 500 S. State Street, Room 024.

## **HEALTH AND IMMUNIZATIONS (IF TRAVELING TO ANOTHER COUNTRY)**

- For general information concerning immunization requirements for any country of destination, contact the Washtenaw County Public Health Department at 734.484.7200.
- If you need immunization shots before traveling, you can get them at: University Health Services at 207 Fletcher St., 734.763.1418. Immunization shots are available to students and spouses, but are not available to children under the age of 10. If you need certified proof of immunization shots for your travel, schedule a consultation appointment at UHS or the Clinic at UM Hospital. They will certify immunization records if the inoculations are given by a private physician or clinic and are properly recorded on an International Vaccination Report.