Request to Transfer F-1 Sponsorship in SEVIS
From Union Institute & University

As an F-1 student, your educational record is controlled by Union Institute & University (UI&U). In order to transfer from UI&U to another school, we must “release” your record to the new school. Please complete the information below and give this “Request to Transfer” form to the International Office at your new school. Once this form is completed and returned to UI&U, we will release your record in the Student Exchange Visitor Information System (SEVIS) to the new school so they can issue you a new I-20 form. Additional information about transfer rules can be found on the back of this form.

Student Information:

Name: ____________________________________ E-mail: __________________________

I request that my program sponsorship be transferred from Union Institute & University on ___/___/___.

Please check the appropriate box reflecting your status:

1) _____ I am currently enrolled and attending Union Institute & University.
2) _____ I am a new F-1 student who has yet to enroll at UI&U. (If you have not physically reported to UI&U, you must send a copy of the front and back of your I-94 card with this request.)
3) _____ I am an F-1 student who has violated my status and wish to apply for reinstatement at another school.

Signature: _____________________________________________________________

Sponsor Release:

The F-1 student listed above has expressed a desire to transfer from Union Institute & University to your school. Please confirm that this student has been admitted to your school and that you will issue a Form I-20 for this student. Please complete all the lines below. Once this form is received by our office, we will “release” the record of the student to your school effective on the date requested by the student. Please contact us by e-mail at international.learners@myunion.edu if you have any questions.

NEW SCHOOL INFORMATION:

Name of School As It Appears In SEVIS: ____________________________________________

SEVIS School Code: __________________________ Date Classes Begin: ___/___/___

Name of School Official: ______________________________________________________

Phone#: ______________________ E-mail: ________________________________

Signature: ______________________ Date: ___/___/___

-OVER-
Instructions and Further Information Regarding School Transfer

If you selected box one under status, please make sure you are serious about transferring and that you have been admitted to the new school before you submit this form to UI&U. Once we release your record to the new school, Union Institute & University no longer has access to your SEVIS record. If you decide not to transfer for some reason, you must notify us before the release date indicated. Please report to the International Office at your new school once your release date has been reached in order to complete your transfer.

If you selected box two under status, you must report to Union Institute & University. Reporting does not have to be in person, it may be via e-mail, telephone, and/or fax. If you do not physically report to UI&U, you must fax us a copy of your I-94 card (front and back) so that we can establish that your program start date at the new school is within 30 days of your initial admission into the United States. If your program start date at the new school is not within 30 days of your initial admission into the United States, you may do one of the following:

- Report to campus and enroll for a full course of study at UI&U. Once your UI&U record is “active”, you may request a transfer provided that your new program begins within 5 months of your release date.

- Withdraw your acceptance to UI&U, leave the United States, and obtain a new Form I-20 from the school you wish to attend. After exiting the U.S., you will have to pay the SEVIS I-901 Fee to reenter the U.S. You must exit the United States within 15 days.

If you selected box three under status, you are in violation of your F-1 immigration status. Once your SEVIS record has been transferred to another school, you will need to apply for a reinstatement to student status. Your application for reinstatement must be sent to the Department of Homeland Security within 5 months of the termination of your SEVIS record. You must report to the new school no later than 15 days prior to the program start date for the next available term and register for a full course of study while the reinstatement is pending adjudication. If you currently have a reinstatement application pending with UI&U, you must stay enrolled at UI&U or withdraw the reinstatement application. If your reinstatement is denied, you must leave the U.S. immediately.

If you have further questions about your transfer, please contact the Designated School Official at the UI&U campus you currently attend.

Thank you for attending Union Institute & University, and we wish you good luck in your future endeavors!