



Transfer-Out Form

Please use this form to notify the International Services office of your intent to transfer your SEVIS I-20 record from Webster University to another academic institution.

STUDENT INFORMATION

Name: _____ Student ID #: _____

E-mail: _____ Phone: _____

Current Street Address: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Webster Campus: _____ Last Term of Attendance (if applicable): _____

Checklist of Required Documents: Please submit the following documents with this form. Your I-20 will not be transferred until after you have submitted these documents.

- Copy of **admission letter** and Transfer-in Form from the new school (if applicable)
- Copy of **passport** and **student visa** including those of your dependents (if applicable)
- Copy of **I-94 record** including those of dependents (if applicable) available from (<https://i94.cbp.dhs.gov>)
- Copy of your **current I-20** and copy of your Employment Authorization Document if you are currently on OPT

Reasons for Leaving: Please specify your reason(s) for not attending Webster University or discontinuing your studies at Webster University here: _____

NEW UNIVERSITY INFORMATION

Name of Institution: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

First day of classes at new university: _____ Transfer Release Date*: _____

*Transfer Release Date is the date when your SEVIS I-20 record will be electronically transferred to the new school. The new school cannot issue you the I-20 until after this release date.

I authorize Webster University to transfer my F-1 SEVIS I-20 record to the above school.

Student Signature: _____ **Date:** _____

Please submit this form as an attachment to intlservices@webster.edu.
 Subject Line: Transfer-Out Request, Last Name, First Name, Student ID #
Your request will be processed within 5-7 business days.