



## Life University

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*School of Theology*  
*School of Languages*  
*School of Business and Management*  
*School of Alternative and Oriental Medicine*

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### **International Student Transfer out Information**

**If you are intending to transfer to another educational institution, you must complete the SEVIS Transfer-release Form.**

**Note that this is only a transfer of your immigration record and not of your academic record.**

**Q. How is my SEVIS record transferred to a new school?** Your SEVIS record will be transferred electronically through the federal database known as Student and Exchange Visitor Information System (SEVIS). Your SEVIS record can only be transferred to ONE school, so you must decide which school you will attend before requesting a transfer.

**Q. What does Life University need to transfer my SEVIS record to another school?** The SEVIS Transfer-release Form. Each section is REQUIRED to be completed. **The student must be accepted by another SEVP-certified school. The student must bring the following information:**

- 1. Written confirmation of the acceptance**
- 2. Contact information for the new school's DSO**
- 3. The SEVIS school code for the transfer-in new school to ensure the record transferred to the correct school**

Contact the new school to see if they require a Transfer Verification Form.

**Q. Do transfer students have to pay the I-901 SEVIS fee again?** No. You are considered a continuing student in SEVIS.

**Q. Do transfer students have to apply for a new visa?** No. If your F-1 visa is still valid, you do not need to get a new visa. The notation of the school's name on your visa becomes irrelevant. If your visa is expired, you will need to apply for a new F-1 visa before returning to the U.S. after traveling abroad.

**Q. If I am on CPT or post-completion OPT, when must I stop working?** You must stop working on the SEVIS release date or the end of your CPT or OPT authorization, whichever is earlier.

**Q. Can I change my mind about transferring to another school BEFORE my SEVIS Transfer Release Date?** Yes. You will need to contact the Life University International Office as soon as possible.

If you have any questions regarding transfer out information, please feel free to contact International Student office.