

F-1/J-1 TRANSFER OUT INSTRUCTIONS AND FORM

Instructions: This form is to be used for an F-1 or J-1 student currently attending The Chicago School who intends to *transfer out* of The Chicago School to another school/university. Read the information on this page, complete the attached form, and submit it with the required documents indicated on the form.

Restrictions on Transferring

- A student who has used an I-20/DS-2019 issued by The Chicago School to enter the United States may transfer to another school before beginning studies at The Chicago School. However, the student must first check in with the Designated School Official (GLOBAL ENGAGEMENT) on the student's campus and furnish copies of immigration documents, proof of admission to another school, and this completed Transfer Out form.
- An F-1 or J-1 student who is out of status may still transfer to another school; however, the student's SEVIS record will be terminated status. Consequently, before initiating the transfer process, the student should check with the new school to see if the international advisor is willing to assist the student to submit an application for reinstatement. If the new school is not willing or you do not otherwise qualify to apply for reinstatement, you will need to obtain a new initial attendance I-20/DS-2019 from the new school and travel outside the U.S. prior to beginning your studies at that school.
- An F-1 or J-1 student must begin classes at the new school or program within 5 months of transferring out of the current school or within 5 months of the program completion date on their current I-20/DS-2019, whichever is earlier.
 - In the case of an F-1 student authorized to engage in post-completion OPT, they must be able to resume classes within 5 months of transferring out of the school that recommended OPT or the date the OPT authorization ends, whichever is earlier.
- Authorization to engage in CPT/OPT is automatically terminated when the student transfers to another school (for those students currently on CPT/OPT). The termination is based on the date the SEVIS record is terminated.
- The student may only engage in on-campus employment at the school having jurisdiction over their SEVIS record. After the transfer date has been reached, the student is only eligible to work at their new school.
- All F-2 or J-2 dependents must transfer with the F-1/J-1 principal and must be in status as well.

NOTE

- The SEVIS release date is the current semester or session completion date, or the date of expected transfer if earlier than the established academic term.
- If a student changes their mind for a certain reason, the DSO can only cancel the student's transfer request *prior* to the SEVIS release date.
- After the release date, a student must work with the DSO at their transfer school to accomplish a second transfer to another SEVIS approved school or transfer back to their previous institution.

Although a student may apply to and be accepted by more than one school, SEVIS only allows a student's record to be available to one school at a time.

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SUBMIT COMPLETED FORM TO:

 Global Engagement
international@thechicagoschool.edu

DIRECTIONS: Submit this completed form, to Global Engagement at least 30 days prior to the date you want to transfer out of The Chicago School. This form must also include the following:

- Admission letter from another institution

*** NO ACTION WILL BE TAKEN UNTIL ALL REQUIRED DOCUMENTS ARE RECEIVED ***

LAST NAME: _____ STUDENT ID#: _____

FIRST NAME: _____ MIDDLE NAME: _____

The Chicago School E-MAIL: _____ PHONE #: _____ LOCATION: _____

DEGREE LEVEL: _____ PROGRAM: _____ SEVIS ID#: N _____

INTENDED TRANSFER DATE: _____ (Date your SEVIS record will be released to new school)

SCHOOL TO WHICH YOU WILL TRANSFER: _____ SEVIS SCHOOL CODE: _____

CITY: _____ STATE: _____ CONTACT PERSON: _____

 DO YOU CURRENTLY HAVE CPT OR POST-COMPLETION OPT OR AT WORK AUTHORIZATION? YES NO IF YES, PLEASE SELECT: CPT OPT AT

START DATE: DAY: _____ MONTH: _____ YEAR: _____ NUMBER OF F-2/J-2 DEPENDENTS: _____

END DATE: DAY: _____ MONTH: _____ YEAR: _____

I hereby request that GLOBAL ENGAGEMENT complete my transfer out process based on the data above. I have read the information outlined in the instructions and understand that if I change my mind or change schools to which I will transfer, I must notify GLOBAL ENGAGEMENT prior to the release date noted above or I will be considered out of status. I also understand that in addition to my transferring out of my SEVIS record, I am personally responsible for contacting all The Chicago School administration that would be impacted by this transfer, for example, an employer, my Academic Department, the Office of the Registrar to withdraw from the program, etc.

STUDENT SIGNATURE: _____ DATE: _____