

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 of Professional Psychology (TCSP) who intends to *transfer out* of TCSP 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 TCSP to enter the United States may transfer to another school before beginning studies at TCSP. However, the student must first check in with the Designated School Official (DSO) or Alternate Responsible Officer (ARO) 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 in 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, International Programs and Services 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/ARO of transfer school to accomplish a second transfer to another SEVIS approved school or transfer back to his or her 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:

INTERNATIONAL PROGRAMS AND SERVICES
800.684.2890 (phone)
international@thechicagoschool.edu

DIRECTIONS: Submit this completed form, along with new financial documentation to the DSO/ARO on your campus at least 30 days prior to the date you want to transfer out of TCSP. This form must also include the following:

- Most recent I-20/DS-2019
- Passport information pages
- Visa (if applicable)
- Admission letter from another institution

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

LAST NAME: _____ STUDENT ID#: _____
 FIRST NAME: _____ MIDDLE NAME: _____
 TCSP 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 my DSO/ARO 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 my DSO/ARO 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 TCSP administration that would be impacted by this transfer, for example, a TCSP employer, my Academic Department, the Office of the Registrar to withdraw from the program, etc.

STUDENT SIGNATURE: _____ DATE: _____