

Miami University
Oxford, OH 45056

TRANSFER OUT FORM – For International Students Only

Transfer out procedures: If you plan to transfer from Miami University to another U.S. school, you must use this form to notify Miami University (your “current school”) of your intent to transfer and to indicate the school to which you intend to transfer (your “transfer school”). Upon receipt of your completed form, Molly Heidemann will update your record in the Student and Exchange Visitor Information System (SEVIS) as a “transfer out” and indicate the name of your transfer school and transfer release date. Note: Although you may be applying to multiple new schools, Molly can indicate only one transfer school in SEVIS. Also, your transfer release date will be no earlier than the last session you must enroll at Miami, unless you can document your need for an earlier release date. Please note that your transfer school will not be able to issue you a new SEVIS Form I-20 until the transfer release date. Finally, if you decide to cancel your school transfer you must notify Molly before your transfer release date—once the transfer release date has been reached, Miami University will no longer have access to your SEVIS record. If you have any questions about the transfer out procedure, please contact Molly Heidemann (529-2512 or mheidemann@muohio.edu).

Please complete this form and return it to Molly Heidemann, 216 MacMillan Hall, Miami U., Oxford, OH 45056 or fax to 513-529-7383:

First Name: _____ Last Name: _____

SEVIS ID #: _____ Admission Number (I-94 number): _____

Transfer School Name: _____

Transfer School Advisor’s Name: _____

Transfer School Address: _____

Transfer School Email: _____

Transfer School Phone: _____ Transfer School Fax: _____

Date classes begin at your new school: _____

Your requested transfer release date: _____

Give your reason for requesting an early transfer release date. Note: you must attach documentation (such as an acceptance letter showing that you must report to your new school before the end of your current term or session at Miami University) to this form which supports your request:

By my signature below, I give Miami University permission to release my SEVIS record to the above-named institution.

_____ Date _____

For Office Use Only: SEVIS Update on: _____ by _____ with release date of: _____