



# International Services REQUEST TO TRANSFER

Students in F-1 status who wish to attend another school, either before or after finishing their program at UDM, must follow the transfer procedures required by U.S. Department of Homeland Security regulations.

- ▶ Inform the UDM foreign student advisor of your intent to transfer and provide a letter of admission from the school you wish to attend.
- ▶ If you are in valid F-1 status and eligible for transfer, the FSA will electronically transfer your SEVIS record to the new school. The "release" of your record must take place no later than 60 days after the official end-of-term date of the last semester that you attended UDM. Once your record is "released," UDM International Services will no longer have access to it.
- ▶ When your SEVIS record has been transferred, the new school will issue you an I-20. You must begin attending the new school in the next available term and no later than five months after the end of your last term at UDM.

PLEASE COMPLETE THE FOLLOWING INFORMATION AND RETURN THIS FORM TO THE INTERNATIONAL SERVICES OFFICE.

NAME: \_\_\_\_\_  
Last First

STUDENT ID: \_\_\_\_\_ SEVIS #: \_\_\_\_\_

MAJOR: \_\_\_\_\_ DEGREE (IF EARNED): \_\_\_\_\_

**CURRENT CONTACT INFORMATION:**

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**YOUR ADDRESS AT NEW SCHOOL (IF AVAILABLE):**

\_\_\_\_\_  
 Street Address Apartment Number

\_\_\_\_\_  
 City State Zip Code

NAME OF NEW SCHOOL: \_\_\_\_\_

**ADDRESS OF NEW SCHOOL:**

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City State Zip Code

**STUDENT'S CERTIFICATION:**

**I certify that I intend to transfer from University of Detroit Mercy. I request that my SEVIS record be released to the new school on the following date:** \_\_\_\_\_

*(Your release date must be within the 60-day period after the end of your last term at UDM. Please note that, once your SEVIS record is released, your transfer cannot be cancelled by UDM.)*

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF DSO: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR ISO USE ONLY**

Insurance Refund:  Yes  No