



**Northern Kentucky University**  
 Nunn Drive  
 Highland Heights, KY 41099  
 (859) 572-6517

## Transfer Out Form

**Transfer Out Procedures:** If you plan to transfer out from Northern Kentucky University to another U.S. school, you must use this form to notify Northern Kentucky 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, a Northern Kentucky University Designated School Official (DSO) 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 a transfer release date. Note: Although you may be applying to multiple new schools, the DSO may indicate only one transfer school in SEVIS. Also, your transfer release date will be the end of the current term or session, 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 and International Student Affairs (ISA) DSO before your transfer release date – once the transfer release date has been reached, Northern Kentucky University will no longer have access to your SEVIS record.

Please complete the form below and return it to the ISA Main Office:

1. First Name: \_\_\_\_\_
2. Last Name: \_\_\_\_\_
3. SEVIS ID: \_\_\_\_\_
4. Admission Number (I-94 Number): \_\_\_\_\_
5. Transfer School Name: \_\_\_\_\_
6. Transfer School Address: \_\_\_\_\_
7. Transfer School Phone: \_\_\_\_\_
8. Transfer School Fax: \_\_\_\_\_
9. Do you need a transfer release date before the end of the current term or session:  Yes  No
10. If you answered "yes" to question 9, please indicate below:
  - a) Your request transfer release date: \_\_\_\_\_
  - b) 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 Northern Kentucky University) to this form which supports your request.

Reason: \_\_\_\_\_

If you have any questions about the transfer out procedure, please make an appointment with an International Student Advisor.

**FOR OFFICE USE ONLY**

Instructions for staff: Date-stamp upon receipt of completed form. Make photocopy of form for student; place original form (with copy of any supporting documentation) in "Pending RTI Data Entry" folder.

SEVIS updated on \_\_\_\_\_ by \_\_\_\_\_ with a transfer release date of \_\_\_\_\_  
(mm/dd/yyyy) DSO's initials (mm/dd/yyyy)