

## F-1 STUDENT TRANSFER-OUT INSTRUCTIONS

**If you decide to transfer from Louisiana College to another US institution (in order to complete your undergraduate degree or begin graduate studies), you must read these instructions and complete the TRANSFER-OUT FORM before you can legally begin studies at the new school. Failure to comply with these instructions may result in a loss of your legal F-1 status and other non-immigrant benefits.**

1. Once you have decided which college or university you definitely want to attend, bring the acceptance letter from that college to the DSO, complete LC's SEVIS release form, and let the DSO know the exact release date you want entered in SEVIS.
2. If you are not graduating, you should apply for a transfer at the end of your last semester at LC. If you are graduating or have post-completion OPT, you must apply to transfer no later than 60 days following your program completion date listed on your I-20 OR 60 days following the OPT expiration date listed on the EAD card.
3. Note that if you are on OPT, your OPT will be canceled on the release date; you may no longer legally work. In order to keep working longer, you should request a release date closer to the expiration of your OPT (but not after the first day of class at your new school; contact the new school for their transfer-in deadline).
4. The program start date at the transfer-in school must be within 5 months (180 days) of whichever is earlier: the SEVIS release date or the program completion date at LC (or OPT expiration).
5. You must be admitted to the new institution's program and be absolutely sure you want to transfer from LC.
6. You must be cleared by the Business Office before your SEVIS record can be released.
7. Choose the release date carefully. It is the first day your new school can issue your new I-20. As of the SEVIS release date on the form, your immigration status / record will "belong" to the new school; LC will no longer have any ability or authority to handle your records or access your information. (That's why you should be 100% sure you want to transfer to that school. The transfer can't be "undone" after the release date.) The release date may be one of the following:
  - \* on or before the new school's deadline for transfer registration
  - \* the last day you are eligible for on-campus work at LC (you are only allowed to work on-campus at the school that currently holds your SEVIS record)
  - \* the last day you are eligible to work on full-time post-completion OPT (if your EAD card is not already expired at the time you apply for the transfer)
  - \* the last day of final exams at LC (this is the earliest possible date)
8. After you complete the transfer-out form and are sure of your decision, submit it to the LC DSO along with a copy of the transfer-in form from the new school. The new school cannot issue you a new I-20 until the transfer release date.
9. After LC releases your record, it is your responsibility to speak to the new school about your new I-20 and any policies regarding registration, orientation, etc. Good luck at your new school!