

### **General Information**

As an F-1 international student, your legal status in the U.S. is maintained by your SEVIS record. This record extends from the moment you enter the U.S. until 60 days after your OPT employment period ends. If you wish to attend a different school full-time, your SEVIS record must be transferred to the new school. Even though you may be accepted and enrolled at the new school, your SEVIS record remains at Liberty University until you complete the following steps.

### **Eligibility**

1. You must have studied at Liberty University for at least one semester.
2. You must complete the current semester.
3. You must be fully admitted to the new school and submit a copy of your official acceptance letter from the new school.
4. You must begin full-time study at the new school during the next available semester.
5. The next available semester must start within 5 months of the end of the previous LU semester.

### **Transfer Window**

Fall Semester	Last day of spring semester (May) – First day of fall semester (August)
Spring Semester	Last day of fall semester (December) – First day of spring semester (January)
Summer	Any day after the last day of spring semester (May)

### **Transfer Steps**

1. Meet with your Retention Specialist at the International Student Center to discuss reason for transferring. This step is not required for students on OPT.
2. Meet with your International Student Advisor (ISA) to discuss the SEVIS transfer process.
3. Apply to the new school.
  - The new admissions office may give you a “Transferring Eligibility” form for Liberty’s ISA to complete. Please give this form to your ISA. Your ISA will complete this form and fax it to your new school. This does not mean your SEVIS record has been transferred.
  - Please know that Liberty will not be able to provide you with official transcripts unless your Student Account is paid in full.
4. Be admitted by your next school.
5. Submit a copy of your new Official Acceptance Letter from your next school and this Transfer-Out Form to your ISA by fax or scanned email.
6. Your ISA will transfer your SEVIS record to the new school. You will no longer be able to travel using your old Liberty University I-20. You will no longer be able to work on campus at Liberty.
7. You will receive your new I-20 from your new school. Please contact your new admissions counselor to receive your new I-20. You will need to report to the new school within 15 days of then ew I-20 start date and enroll full-time in the next available semester at your new school to maintain your F-1 status.
8. Returning to LU: You must contact the International Admissions Office if you wish to be re-admitted to Liberty University. This process takes several weeks. Please note: Your admission will be under the current Degree Completion Plan and your scholarships may change. After you are accepted, you must request from the other school that your SEVIS record be transferred back to LU.

**If you are transferring to a Community College and plan to return to Liberty, remember that their semesters could finish at different times, and you can be out of school for no more than FIVE MONTHS. For example, if your last class at a Community College ends in February, you must enroll for SUMMER classes at Liberty.**

**Student Information:**

Name: \_\_\_\_\_ LU Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Current Level of Study:       Institute (ELI)    Undergraduate    Graduate    Doctorate

Do you plan to graduate from Liberty **before** you transfer?  No  Yes

**Reasons Why I Want to Transfer Out: (Please check all that apply and explain where applicable)**

- Unable to continue due to financial reasons: \_\_\_\_\_
- Degree not offered at Liberty: Please indicate degree you wish to pursue: \_\_\_\_\_
- Academic difficulties – Please circle one: GPA Difficulty in English Other: \_\_\_\_\_
- Relocating closer to family/friends
- Difficulties connecting with friends/campus
- Cultural Difficulties \_\_\_\_\_
- Do not want to attend Christian School
- Graduating
- Other- Please explain: \_\_\_\_\_

What is the last day you plan to attend or were attending LU? \_\_\_\_/\_\_\_\_/\_\_\_\_

**(NOTE: This will be your SEVIS “Release Date” after which your SEVIS records will be available to your new school. You may cancel this request to transfer any time before the Release Date, but cancellation will no longer be possible after this date.)**

Are you currently on OPT?    No   Yes    if yes, date OPT expires: \_\_\_\_\_

**\*\*\*Please note: Your OPT authorization will be canceled once your SEVIS record is transferred.\*\*\***

**New School Information:**

Name of the school to which you intend to transfer: \_\_\_\_\_

(Note: Liberty University can only release your SEVIS Record to one school.)

Name of the particular branch campus, if any: \_\_\_\_\_

New School’s SEVIS code, **not** your SEVIS number! (Ask your next school’s admissions counselor):  
\_\_\_\_\_

Phone number of the new school’s International Admissions Office: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

**Transfer Statement:**

I intend to transfer to the school indicated above. I agree that my SEVIS records will be released to this school on the release date indicated above. I realize that my Liberty I-20 will no longer be valid to determine my status or for travel or employment on Liberty’s campus. I realize that I should keep all Liberty I-20s for my immigration records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_