

## TRANSFERRING SEVIS RECORD

When transferring from one school to another school within the United States, you must carefully follow certain procedures to maintain lawful F-1 or J-1 status. Please note that in this context the term "transfer" means changing schools, either in the middle of a degree program or between degrees, regardless of academic level. For undergraduate, and graduate students alike, if you are currently attending school in the U.S. and school, you will likely need to request the transfer of your SEVIS record.

The start date at your new school must be within 5 months of your "transfer out" date in [SEVIS](#) or your program completion, whichever is earlier. For students authorized for post-completion OPT, the new program start date must be within 5 months of your SEVIS "transfer out" date or the end of the OPT authorization, whichever is earlier. If the period of time between programs is longer than 5 months, your SEVIS record does not need to be transferred. Your new school will issue a new initial I-20 and new SEVIS number. **You must currently be maintaining F-1 status.**

1. Submit a [Transfer Out Request Form](#) along with proof of admission from your new school. This can be a copy of your acceptance letter or an email from your new school's admissions office. The "transfer out" date is the date that BMC loses access to your SEVIS record and your new school gains access to your SEVIS record. This date must be after your final date of attendance at BMC.
2. Your new school cannot issue your I-20 or DS-2019 until the SEVIS "transfer out" date. **Please note that after this date the BMC will no longer have access to your SEVIS record, so request a transfer only after your plans are certain.**
3. If you are registered for a future quarter at BMC, don't forget to withdraw and fulfill any financial obligations before you transfer to your new school or leave the U.S.