

**Portland State University  
Transfer Out Form**

**IMPORTANT REMINDERS:**

- 1) To be eligible to transfer, you must register for a full course load, go to class, and get good grades in our classes.
- 2) If you change your mind and decide to remain at PSU for another term or want to change transfer schools, you must contact an advisor **before your release date** (usually this is the Friday after grades are released in your last term at PSU). After this release date, PSU will no longer have access to your SEVIS record.
- 3) If you are currently working, your work authorization ends on the day your record is transferred to a new school. Continuing to work past that date is a violation of your immigration status that can result in serious consequences for you.

**CHECKLIST (This information is REQUIRED for your transfer):**

- Acceptance letter from new school.
- Transfer approval, if you are supported by your Embassy (letter or financial guarantee for new school from Embassy)
- Employment Status
  - OPT until \_\_\_\_\_
  - CPT until \_\_\_\_\_
  - On-campus until \_\_\_\_\_
  - N/A

**Please complete the information below and return it to ISSS, East Hall 101:**

PSU ID Number: \_\_\_\_\_

Last/Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Final Term of Study at Portland State will be: Fall / Winter / Spring / Summer 20\_\_\_\_

School you want to transfer to: \_\_\_\_\_

What is the first day of classes at the transfer school? \_\_\_\_\_

Transfer release date requested: \_\_\_\_\_

Do you plan to travel before beginning classes at your new school? If yes, when will you leave the United States? \_\_\_\_\_

***I understand the above information and agree to allow PSU to release my SEVIS records to the above school.***

**Student Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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