LOYOLA UNIVERSITY CHICAGO

OFFICE for INTERNATIONAL PROGRAMS

Transfer Out Request

Please complete this form if you plan to transfer from Loyola University Chicago to another U.S. institution, and attach an acceptance/admission letter from your new institution. You must complete this form to notify us of your intent to transfer your SEVIS record to another U.S. institution. You may request to transfer your SEVIS up to the end of your 60-day grace period, during which an International Student Advisor/DSO at OIP will release your records from LUC. **Your new institution will not be able to issue you a new I-20 until the day of or after your listed transfer release date.**

If you plan to cancel the transfer, you must notify the International Student Advisor/DSO before the transfer release date. Once the transfer in SEVIS is completed, LUC will no longer have access to your SEVIS record. You will need to complete the following steps as part of your transfer out process:

- ☐ Meet with your academic advisor/program director
  Academic advisor/program director signature: _____
- ☐ Visit the Office of the Bursar to make sure that your balance is settled
- ☐ Complete the section below and submit this form via email to iss@luc.edu; you can also submit it in person at the Office for International Programs

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_____ _____

Family Name (Last Name) Given Name (First Name)

_____ _____ _____

LUC Email LUC ID Number (LID) Phone Number

_____ _____ _____

SEVIS ID Number I-94 Number Transfer release date requested

Intended transfer institution information:

School Name: _____ School SEVIS Code: _____

Is the transfer release date before the end of the current term or session? ☐ Yes ☐ No

If you answered "yes" to the above question, please indicate below 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 LUC) to this form which supports your request.

Reason: _____

I certify that I have been accepted to attend _____ and I authorize Loyola University Chicago to release my record in the SEVIS system for transfer.

Student Signature _____ Date _____