

**Center For International Programs
International Student Programs**

Telephone: (845) 257-3596 Fax: (845) 257-3608

Email: international@newpaltz.edu

**TRANSFERRING FROM SUNY NEW PALTZ
TO ANOTHER SCHOOL IN THE UNITED STATES**

Transfer out procedures: If you plan to transfer from SUNY New Paltz to another school in the United States, you must use this form to notify us (your "current school") of your intent to transfer and to indicate the school to which you intend to transfer (your "transfer school"). A transfer, according to the Immigration Service, is any change of schools, whether you complete one program here at SUNY New Paltz and begin a new program at a new school, or whether you will continue in the same program here.

Upon receipt of your completed form and a copy of your admission letter from the new school, a SUNY New Paltz Designated School Official (DSO) will update your record in the Student and Exchange Visitor Information System (SEVIS) as a "transfer out" and indicate the name of your transfer school and a transfer release date.

- Although you may apply to multiple new schools, the International Student Advisor at New Paltz may indicate only one transfer school in SEVIS.
- Your transfer release date will be the end of the current term or session.
- Your transfer school will not be able to issue you a new I-20 until the transfer release date.
- If you decide to cancel your school transfer you must notify the DSO at SUNY New Paltz before your transfer release date---once the transfer release date has been reached, SUNY New Paltz will no longer have access to your SEVIS record.
- Before you decide to transfer, be sure that the transfer school has been approved by the immigration system as a SEVIS school.

Please complete the information below and return it to the Center for International Programs:

2. Last Name: _____

1. First Name: _____

Current Address _____

3. Student ID: _____ 4. Admission number (I-94 number): _____

5. Transfer School Name: _____

6. Transfer School Address: _____

7. Transfer School Phone: _____ 8. Date of last attendance at SUNY New Paltz: _____

9. Reason for transfer: _____

- | | |
|--|--|
| <input type="checkbox"/> Withdrawal approved by Grad school/ UG admissions | <input type="checkbox"/> Student submitted admission letter for new school |
| <input type="checkbox"/> Faxed transfer in form to new school | <input type="checkbox"/> No transfer in form submitted for new school |
| <input type="checkbox"/> ESL student-transfer out form given to Jennie | |