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 indicate the school to which you intend to transfer to (your “transfer school”). A transfer, according to the Student and Exchange Visitor Program (SEVP), 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 withdrawal from New Paltz and enter another program at a new school.

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, International Student Programs 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 certified by the Student and Exchange Visitor Program (SEVP) as an approved school.

First (Given) Name: _____________________ Last (Surname) Name: _____________________

Current address: ________________________________________________________________

ID Number: N ___ ___ ___ ___ ___ ___ ___ ___

Admission Number (I-94 Record): ______________________________

Transfer School Name: _____________________ Transfer School Phone: _____________________

Transfer School Address: ___________________________________________________________

Date of Last Attendance at SUNY New Paltz: _____________________

Reason for transfer: ______________________________________________________________

Signature: _____________________ Date: _____________________

☐ Withdrawal form submitted to grad school/undergraduate academic advising
☐ Student submitted admission letter for new school
☐ Sent transfer in form to new school
☐ Uploaded in FSA

This form is to be used for students intending to transfer to another school WITHIN the United States. For transfer outside the US, please consult International Student Programs for the required documents.