



F-1 TRANSFER OUT FORM

SURNAME		FIRST NAME	
DATE OF BIRTH (mm-dd-yyyy)		GENDER	
GTC ID NUMBER		SEVIS ID NUMBER	
Please complete for following information:			
Transfer school name: _____			
City _____ State _____			
Phone number of transfer school's International Office _____			
SEVIS School Code of transfer school: _____			
First day of classes at new school: _____			
Requested transfer release date: _____			
<i>I authorize the International Education Office to transfer my F-1 SEVIS record as indicated above.</i>			
Signature _____ Date _____			
<p>This Checklist shows actions you should take to complete the SEVIS transfer process, complete your transfer from GTC, and successfully move to your new institution.</p> <p>_____ Obtain admission/offer letter from the new educational institution.</p> <p>_____ Fill out the attached F-1 or J-1 Transfer Out Form to complete the SEVIS immigration transfer.</p> <p>_____ If you have not yet completed your program, notify your academic department of your intent to leave GTC.</p> <p>_____ Return all library books.</p> <p>_____ Access the GTC Webadvisor on-line directory and update your current address to your new address and add a forwarding email address.</p> <p>_____ Go to the U.S. Post Office and complete the form to have your mail forwarded or visit the U.S. Post Office online at http://www.usps.com/ and enter your "Change of Address" information online. The U.S. Post Office may not forward mail to a non-U.S. address. Check their current regulations.</p>			

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