



International Student Admissions and Programs

TRANSFER OUT OF UWG

International students can choose to transfer to any SEVIS recognized school during their F-1 stay.

- International students who intend to transfer from the University of West Georgia to another college or institution must complete this form before UWG will transfer their SEVIS record to another school.
- Your SEVIS record cannot be released until you submit this completed form with your signature and acceptance letter from the other university/institution where you intend to transfer.
- Please be advised that you cannot receive an I-20 from your new institution until your SEVIS record has been transferred.

STEPS FOR THE STUDENT:

Step 1: Ensure you have completed all admissions requirements to the university or institution in which you are transferring. Meet with their international office and collect any forms the ISAP office may need to sign from them.

Step 2: Fill out sections 1 and 2 of this form, giving ISAP permission to transfer your documents. Bring a copy of your acceptance letter and any forms the ISAP office needs to fill out to the office.

Step 3: The ISAP office will transfer your SEVIS record on the date you specify in the form below. Please ensure it is after the current term you are enrolled.

SECTION 1: STUDENT INFORMATION

Applicant's Family Name (Last Name)			
Applicant's Given Name (First Name)			
Date of Birth		UWG Student ID	
Phone Number		SEVIS ID Number	
Email Address			
Current Visa Status	F-1 Student	J-1 Student	Other Visa Type: Specify _____
Will you depart the USA before beginning your studies to the institution below?	<input type="checkbox"/> Yes	Date of departure from the USA	
	<input type="checkbox"/> No	Date of return to USA	

Statement of Understanding

I have been accepted in the university listed below completely, and I give the University of West Georgia permission to transfer my SEVIS documents to that university or institution.

Student's Signature		Date	
---------------------	--	------	--

SECTION 2: NEW UNIVERSITY/INSTITUTION INFORMATION

University/Institution Name			
University/Institution Street Address			
City		State	Zip Code
Phone Number			
First Term of Enrollment at New Institution		Last Term of Enrollment at UWG	
Requested Date of SEVIS Transfer <small>See recommended dates below.</small>		Do you need a transfer date before the end of the current semester at UWG?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Transfer Reason			

NOTE: Once the transfer effective date has been reached, you will no longer be eligible to work at UWG.

STANDARD SEVIS TRANSFER DATES

Last Semester at UWG	First Semester at new University/Institution	Recommended SEVIS Transfer Date
Fall Semester	Spring Semester	December 15 th
Spring Semester	Summer or Fall Semester	May 15 th
Summer Semester	Fall Semester	July 30 th
Summer Semester	Summer Semester	Last day of Final Exams for the session(s) you are enrolled at UWG.

Email completed forms and a copy of your acceptance letter from your new institution to global@westga.edu