



Rice University Transfer Out Form for F-1/J-1 Students

Full Passport Name: _____ Student ID #: _____

SECTION 1

To request that Rice University transfer your SEVIS record, please provide the following to OISS:

1. Letter of acceptance from transfer-in school
2. SEVIS school code of transfer-in school: _____
If there is a **Transfer In Form** from new school, please provide to OISS
3. Requested transfer release date: _____ (*transfer release date must be in future*).
Your SEVIS record will be electronically transferred to the new school on this date. Rice University will lose access to your SEVIS record and your new school will gain access to create your new I-20/DS-2019. All employment must cease on/before the SEVIS transfer release date.

You may turn in this form and supporting documentation at the OISS front desk or scan to oiiss@rice.edu with the subject line "Transfer Out Request."

SECTION 2

Transferring Out:

- Pre-completion (mid-program or *before* completing degree requirements)
- Post-completion (*after* completing degree requirements)

*If transferring out pre-completion, please speak with Dean of Undergraduates (DOU) or Graduate and Postdoctoral Studies (GPS) about obtaining approval to withdraw.

SECTION 3

Will you be on **Optional Practical Training (OPT)** or **Academic Training (AT)** at the time of transfer?

- Yes
- No

*If you are on the 24-month STEM OPT, please submit your final self-evaluation to oiiss@rice.edu.

*If you are on Academic Training, please submit your self-evaluation online through <https://oiiss.rice.edu/AT>.

*Please note that your OPT/AT authorization effectively ends upon the transfer release date. Please be sure to plan your transfer accordingly and remember to cease all OPT/AT employment by the transfer release date.

Do you have upcoming international travel plans?

- Yes If yes, please provide anticipated dates of travel: _____
- No

*Depending on the timing of your travel and transfer, you will need to present either Rice University I-20/DS-2019 or I-20/DS-2019 from your new school when re-entering U.S.

For OISS Use Only	
<input type="checkbox"/> Transfer out completed in SEVIS	<input type="checkbox"/> Closed out F-1/J-1 student record
Approved by: _____	Date: _____