



218 Student Service Building | TEL: 256.824.6055 | [isss@uah.edu](mailto:isss@uah.edu) | [www.uah.edu/ois](http://www.uah.edu/ois)

**REQUEST FOR TRANSFER OF F-1/J-1 SEVIS RECORD FROM THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

Homeland Security requires that an international student’s eligibility to transfer to another institution in the United States be confirmed *prior* to the issuance of new immigration documents. Part 1 should be completed by the student who is transferring out of The University of Alabama in Huntsville and sent to [isss@uah.edu](mailto:isss@uah.edu) for final signature. **You must attach a copy of your acceptance letter to the new school with this form when emailed.**

**IMPORTANT:** Students must maintain an active/valid status until the time of transfer. Students not in an active/valid status will be transferred in a terminated status and will have to seek F-1 Reinstatement or J-1 Reinstatement through the new institution. If the new institution will not accept a terminated SEVIS record, the student will have to seek a new SEVIS I-20/DS-2019 for initial attendance from that institution and travel abroad and re-enter the U.S. on a valid visa to obtain F-1/J-1 status. Please consult the international services office at the new institution concerning your options for travel and re-entry on a new, initial SEVIS I-20/DS-2019,

**PART 1: TO BE COMPLETED BY THE STUDENT**

Full Name (as in passport): \_\_\_\_\_  
Family/Last Name Given/First Name

E-Mail Address: \_\_\_\_\_ A Number: \_\_\_\_\_

Current Visa Status:  F-1  J-1 Current Program:  Bachelor’s  Master’s  PhD

Date you will complete/end your program/studies at UAH (month/day/year): \_\_\_\_\_

Date you would like your SEVIS record to be released to the new institution (month/day/year): \_\_\_\_\_

Date you will begin studies at the new institution (month/day/year): \_\_\_\_\_

**\*The date that your I-20 is released from UAH to the new school, all work permission authorized by UAH is no longer valid, this includes OPT\***

New Institution Name & Location (do not use abbreviations): \_\_\_\_\_

New Institution’s International Student Office Email: \_\_\_\_\_

*By signing below, you request the Office of International Services to release your SEVIS Record to the Institution listed above.*

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACH A COPY OF YOUR ACCEPTANCE LETTER TO THE NEW SCHOOL WHEN YOU EMAIL THIS FORM.**

**PART 2: TO BE COMPLETED BY THE OFFICE OF INTERNATIONAL SERVICES**

**DROP CLASSES CONTACT DEPARTMENT UPDATE TRANSFER LIST PULL STUDENT FILE**

UAH DSO/ARO: \_\_\_\_\_ SEVIS Release Date: \_\_\_\_\_

NOTES: