

# Illinois Institute of Technology

**International Center**  
3300 S. Federal St.  
Main Building Room 405  
Chicago, IL 60616  
Phone: (312) 567-3680  
Fax: (312) 567-3687

## SEVIS Transfer Out of IIT J-1 Students

07/07

### **Eligibility:**

- Valid J-1 status at IIT.
- Enrolled as a full-time student at IIT or reported to the International Center (new students only)

### **Procedure:**

- Admission to study at another U.S. University (provide admission letter).
- Meet with an International Advisor at the International Center to discuss your intent to transfer and to which school. Agree on a SEVIS release date that is suitable for IIT and your new school.
- Completion of new school's transfer form and any other procedures.
- Withdraw from all of your classes at IIT (if enrolled) and pay all outstanding balances due to IIT.
- Undergraduate students: Complete Official Withdrawal Form in the Office of Educational Services (if enrolled).  
Graduate students: officially withdraw from IIT by submitting Form 217 to the Graduate College (if enrolled).  
Stuart Business students: please complete the Withdrawal form with the Registrars office at the Stuart School of Business (if enrolled).
- Report to the International Office at the new school and obtain a DS-2019 with the same SEVIS ID number.

### **Reminders**

- Please note: this is a transfer of your immigration status, not your academic credits.
- Once your SEVIS record has been released to the new school, on-campus employment is no longer permitted at IIT.
- If you have plans to travel outside the US during this transfer, this may affect the release date chosen on the reverse side. Please discuss your travel plans with the International Center.
- If you decide not to transfer, you must inform the International Center prior to the SEVIS release date.

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## **SEVIS Transfer Out J-1 Students**

06/07

**TO BE COMPLETED BY TRANSFERRING STUDENT (Please PRINT clearly)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Student's SEVIS ID #: \_\_\_\_\_

Current E-mail Address: \_\_\_\_\_

Transferring from the Illinois Institute of Technology to:

\_\_\_\_\_

Program Number of New School (ask International Office at new school for this): \_\_\_\_\_

SEVIS Release Date Requested by the Student (month/day/year): \_\_\_\_\_

*By signing below, I authorize the International Student Advisor to release my record in SEVIS from IIT to the new school of my choice indicated above. I understand that my SEVIS record will be automatically transferred to the new school on the release date and IIT will no longer have access to my SEVIS record after that date.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**ADVISOR NOTES:**

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## Transferring Out Survey

02/08

The International Center requires that all international students who wish to transfer to another university complete the following survey. This must be completed prior to our signing any release forms that may be required by your new school.

This form is anonymous and will only be used for tracking purposes and to enhance the services at IIT.

**Date:** \_\_\_\_\_ **Country of Origin:** \_\_\_\_\_

**New student to IIT (not yet attended)**

**Current IIT student (currently enrolled)**

**Degree level at IIT:** \_\_\_\_\_

**Major at IIT:** \_\_\_\_\_

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**New School:** \_\_\_\_\_

**Degree at New School:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Reason for transferring out:**

\_\_\_\_\_

**Was there anything specific that did not meet your expectations at IIT? If so, please describe...**

\_\_\_\_\_

**How helpful were the following departments when you required assistance?**

Department	Very Helpful	Somewhat	No Help	Did not use
Academic Advisor				
Academic Dept				
Bursar				
Career Management Center				
Educational Services				
Graduate College				
Health Services				
Housing				
International Center				
Professors				
Public Safety				
Registrars				
Student Services				