

Procedures for F-1 Students  
**TRANSFERRING OUT FROM UNCP  
TO ANOTHER SCHOOL IN THE USA**

If you are transferring from UNCP to another U.S. school, you must follow the procedures outlined below:

1. Notify the UNCP Center for International Programs that you wish to transfer to another institution in the US and provide proof of acceptance. Ask the Primary/Designated School Official (International Student Advisor) here to:
  - Enter into SEVIS your intent to transfer from UNCP to your new institution
  - Enter into SEVIS a “transfer release date”
  - Complete the **Transfer-Out Form**
  
2. Send the **Transfer-Out Form** to your new institution’s designated international office and provide them copies of your pertinent immigration-related documents. We cannot transfers your I-20 until we have the following documents:
  - A copy of the official acceptance letter from your new institution
  - The School Code of your new institution
  - Completed Transfer-Out Form

Please note that we cannot transfer your I-20 until you have provided a “Transfer Release Date”.

Please note that your transfer school will not be able to issue you a new I-20 until the transfer release date.

Please note that if you decide to cancel your school transfer you must notify the Center for International Programs before your transfer release date. ***Once the transfer release date has been reached, UNCP will no longer have access to your SEVIS record.***

Please note that if you are on OPT, transferring to a new program will automatically cause your OPT to cancel if still valid.