**TRANSFER OUT REQUEST FORM- INITIAL STUDENTS**

Students who enter the United States with an initial I-20 from Missouri S&T may be eligible to transfer their SEVIS record to another SEVP-certified school. The SEVP requires the following actions to be completed by the student before their SEVIS record can be transferred:

* Report to the university that issued their initial I-20, in person or by email
* Provide a U.S. address where the student will be residing (can be temporary or permanent)
* Provide written verification of acceptance to another SEVP-certified school
* Provide the SEVIS school code for the transfer-in school
* Provide contact information for the DSO at the transfer-in school
* Provide the program start date at the transfer-in school
* The program start date at the transfer-in school must be within thirty days of the student’s initial entry into the United States.

The SEVP will only approve a SEVIS transfer if the student’s record has first been registered (changed from initial to active status). To begin our registration and transfer processes, please complete the following actions and submit the required forms:

* + - * International New Student Online Orientation (Canvas course)
      * Initial Student Arrival Checklist (application portal)
      * Missouri S&T Transfer Out Request Form- Initial Students (email to [ia@mst.edu](mailto:ia@mst.edu))
      * Letter of acceptance/admission issued by the transfer-in school (email to [ia@mst.edu](mailto:ia@mst.edu))

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| Missouri S&T Student ID Number:  Click or tap here to enter text. | SEVIS ID Number:  Click or tap here to enter text. |
| Last Name:  Click or tap here to enter text. | First Name:  Click or tap here to enter text. |
| Port of Entry Date:  Click or tap to enter a date. | Visa Type:  Choose an item. |
| U.S. Address:  Street Name/Number, Apartment Number  Click or tap here to enter text. | U.S. Address:  City, State, Postal Code  Click or tap here to enter text. |
| Transfer-In School Name:  Click or tap here to enter text. | Transfer-In School SEVIS Code:  Click or tap here to enter text. |
| Transfer-In DSO Name and Email:  Click or tap here to enter text. | Transfer-In School Program Start Date:  Click or tap to enter a date. |

\*Please allow a minimum of ten business days for your SEVIS registration and transfer to be processed once all requirements have been completed. You will be notified by email when your request is complete.