



Office of Global Initiatives  
**TRANSFER OUT FORM**

All students planning to transfer out of NJIT must fill out this form. **A letter of acceptance to the new school must be attached to this form.**

**PERSONAL INFORMATION**

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Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
Email: \_\_\_\_\_@njit.edu Major: \_\_\_\_\_ Degree Level: \_\_\_\_\_

**ADDITIONAL INFORMATION**

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Start date at the new school: \_\_\_\_\_

Date of completion of studies at NJIT or OPT: \_\_\_\_\_

Please be advised of the following:

1. On the release date, the responsibility for your SEVIS record will transfer to the new school. NJIT will not have access to your record in any way.
2. Your new school cannot issue an I-20 until the release date is reached. (Note: The record will be available to the new school on the release date.).
3. Should your plans change, contact your NJIT international advisor BEFORE the release date.
4. If you are on Optional Practical Training after completion of studies, your work authorization automatically ends on the date your SEVIS record is released to your new school regardless of the dates indicated on the EAD (Employment Authorization Document) card. You will be in violation of F-1 status if you continue to work after the transfer release date.
5. You must obtain an I-20 from your new school as soon as possible and report to the new international advisor within 15 days of the program start date listed on your new I-20.
6. It is your responsibility to drop any courses which you do not intend to complete at NJIT. The transfer of the SEVIS record does not cause academic courses to be dropped, and you remain responsible for any outstanding balances in your account.

I, \_\_\_\_\_, give permission for the DSO at NJIT to verify my status and release my electronic SEVIS record on \_\_\_\_\_ (MONTH/DAY/YEAR).

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Student Name	Signature	Date
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**\*\*Ph.D. students must meet with the Office of Graduate Studies and obtain the signature of the Vice Provost for Graduate Studies. Incomplete forms (missing signature) will not be processed\*\***

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Signature of the Vice Provost for Graduate Studies	Date
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**GLOBAL INITIATIVES ONLY**

Received on \_\_\_\_\_ by \_\_\_\_\_ Banner entered on \_\_\_\_\_ by \_\_\_\_\_  
Transfer completed on \_\_\_\_\_ by \_\_\_\_\_