HOUSTON CITY COLLEGE | Office of International Student Services

HCC ID: _____

SEVIS ID: _____

Transfer Out Request Form

F-1 international student intending to transfer to another college or university must complete and submit this form to the Office of International Student Services (OISS). The information requested on this form is required by Houston Community College (HCC) in order to release your SEVIS I-20 Form record to another institution. **Please submit this completed form along with a letter of admission from the institution to which you intend to transfer.**

Student Information

Family (Last) Name	First Name	Middle Name
Major of Study	US Phone Number	Email Address

Reason for Transfer Request (Check all that apply)

☐Graduation ☐Below Status ☐Unable to Register ☐Financial Difficulties
☐Academic Suspension ☐OPT Completion ☐Course Availability/Location
☐Other: _____

Transfer School Information

Name of Transfer School	Campus/Branch Location *(if applicable)*	Transfer School Address
Phone # of the International Office	Fax # of International Office	Semester/Year of Acceptance

*Requested Transfer Release Date: _____ Start Date at New School: _____
*The transfer will not be processed without a date & subject to approval.

Note: Although you may be applying to multiple new schools, the OISS can only indicate one transfer school in SEVIS. The transfer release date will be the end of the current term or session. If you decide to cancel your transfer you must notify the OISS before your transfer release date given that after the release date has been reached HCC will no longer have access to your SEVIS record. Finally, be aware that any form of employment you might have under your F-1 student status must end the same day as your SEVIS release date.

I give HCC permission to release the information requested on this form:

Name (please print)	Signature	Date (MM/DD/YY)