



**THE UNIVERSITY OF ALABAMA**  
 CAPSTONE INTERNATIONAL SERVICES  
 105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254  
 TEL: 205-348-5402 | FAX: 205-348-5406  
 EMAIL: [INTERNATIONAL@UA.EDU](mailto:INTERNATIONAL@UA.EDU)  
 WEB: [HTTP://IS.UA.EDU](http://IS.UA.EDU)

**I-20/DS-2019  
 Transfer-Out  
 Request Form**

**REQUEST FOR TRANSFER OF F-1/J-1 SEVIS RECORD FROM THE UNIVERSITY OF ALABAMA**

US Citizenship and Immigration Services requires that an international student's eligibility to transfer to another institution in the United States be confirmed prior to the issuance of new immigration documents. Part 1 should be completed by student who is transferring out of The University of Alabama and submitted to CIS with a copy of the Admission Letter from the new institution.

**IMPORTANT:** Students must maintain an active/valid status until the time of transfer. Students not in an active/valid status will be transferred in a terminated status and will have to seek F-1 Reinstatement or J-1 Reinstatement through the new institution. If the new institution will not accept a terminated SEVIS record, the student will have to seek a new SEVIS I-20/DS-2019 for initial attendance from that institution and travel abroad and re-enter the U.S. on a valid visa to obtain F-1/J-1 status. Please consult the international services office at the new institution concerning your options for travel and re-entry on a new, initial SEVIS I-20/DS-2019. <http://is.ua.edu/currentstudents/maintaining-student-visa-status/transfer-out-of-sevis-record/>

If you are pre-registered for a future semester/session or are transferring after the start of the semester/session, you must still withdraw from The University of Alabama to ensure that you are not billed for classes that may be on a current or future semester registration: <http://courseleaf.ua.edu/introduction/tuitionotherexpenses/withdrawalfromuniversity/>

**PART 1: TO BE COMPLETED BY STUDENT**

Full Name (as in passport): \_\_\_\_\_  
Family/ Last Name (Surname)                      Given Name (First)                      Middle Name (if any)

UA CWID Number: \_\_\_\_\_ Email: \_\_\_\_\_

Current Visa Status :  F-1     J-1                      SEVIS I-20/DS-2019 # N \_\_\_\_\_

Date you will complete your program/studies at UA (month/day/year): \_\_\_\_\_

Date you will begin the new program at the new institution (month/day/year): \_\_\_\_\_

Date you would like your SEVIS record to be released to the new institution (month/day/year): \_\_\_\_\_

New Institution Name and Location: \_\_\_\_\_

J-1 Students ONLY: J-1 EV Program Number of the new institution: \_\_\_\_\_

New Institution's International Student Office Contacts:  
 Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*By signing below, you request Capstone International Services to release your SEVIS Record to the Institution listed above.*

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

**ADDITIONAL DOCUMENTATION TO BE SUBMITTED BY STUDENT**

Copy/Scan of Admission Letter for New Institution

**PART 2: TO BE COMPLETED BY UA CAPSTONE INTERNATIONAL SERVICES**

University of Alabama:                      J-1 EV Program Number: P-1-03854                      F-1 School Code: ATL214F01174000

UA DSO/ARO: \_\_\_\_\_ SEVIS Release Date: \_\_\_\_\_

Notes: