



SUNY POLY

SEVIS RECORD TRANSFER INFORMATION & INSTRUCTIONS

A student who is maintaining valid F-1 status may transfer from one DHS-approved school to another by following the transfer procedures set forth in [8 CFR 214.2\(f\)\(8\)](#).

Having your SEVIS record transferred to your new school allows you to:

- Keep the same SEVIS record and ID number from one institution to the next
- Avoid paying the I-901 SEVIS fee for a new record
- Remain in the U.S. while you wait for your new program to start

IMPORTANT

Transferring your SEVIS record to another institution effectively ends any employment you may have associated with SUNY Poly on the date of transfer, including on-campus employment, CPT or OPT.

Students may NOT continue to work at SUNY Poly or with SUNY Poly approved CPT or OPT after their SEVIS record has been released to another institution.

WHEN TO REQUEST A TRANSFER OF YOUR SEVIS RECORD

IMPORTANT

*****DO NOT SUBMIT A TRANSFER OUT REQUEST TO THE ISS UNLESS YOU ARE 100% CERTAIN OF YOUR TRANSFER SCHOOL AND RELEASE DATE.*****

Once you submit this request, your transfer will be scheduled in SEVIS for the date you indicate.

Do not submit this request to the ISS until you are certain that you wish to transfer, the school you wish to transfer your record to, and the date on which you want this transfer completed.

Students may choose to transfer their F-1 SEVIS records to another U.S. institution to begin a new program of study at the following times:

- **After completing a program at SUNY Poly, or a period of Post-Completion Optional Practical Training (OPT)**
 - Request your transfer before the end of your grace period (60 days after completion of program or OPT authorization).
 - Coursework at your new school must begin in the next available semester or within 5 months of the last date of enrollment and attendance at SUNY Poly, whichever comes first.
- **Between semesters**
 - Request your transfer before the start of the next upcoming semester at SUNY Poly.
 - Coursework at your new school must begin in the next available semester or within 5 months of the last date of enrollment and attendance at SUNY Poly, whichever comes first.
- **Mid-semester**
 - Any student requesting a transfer out after the Add/Drop deadline and before the last day of the semester *must attend classes and otherwise maintain status until the transfer release date.*
 - Students may not transfer an Active SEVIS record after the semester has begun if full-time enrollment has not been maintained until the date of transfer.
 - Failure to enroll and ATTEND courses full-time after the semester start date is a violation of F-1 status and will result in termination of your SEVIS record.
 - *Students are required to pay tuition and fees.* Please refer to the SUNY Poly academic calendar (published by the Registrar's Office) for withdrawal and refund deadlines.
 - **SEVIS records will be released NO SOONER than 7 days (1 week) before the student's program start date at the new school.**
 - **Students must submit a request to the ISS to withdraw from all courses AFTER the SEVIS record has been released.**
 - You MAY NOT withdraw from any SUNY Poly coursework until your SEVIS record has been officially transferred to another school.
 - Early withdrawal from SUNY Poly courses will result in termination of your SEVIS record prior to transfer.
- **During authorized STEM/OPT employment period**
 - You can request a transfer at any point during your OPT or before the end of your 60-day post OPT grace period.
 - *Your employment authorization will end the day your SEVIS record is transferred.*
 - Classes must begin within 5 months of the day your SEVIS record was transferred or the last day on your EAD, whichever is sooner.

- If you choose to transfer your SEVIS record prior to the end of your OPT period, you will lose any remaining days of OPT work authorization.

HOW TO REQUEST A SEVIS TRANSFER

IMPORTANT

****DO NOT SUBMIT A TRANSFER OUT REQUEST FORM TO THE ISS UNLESS YOU ARE 100% CERTAIN OF YOUR TRANSFER SCHOOL AND RELEASE DATE.**

Once you submit this request, your transfer will be scheduled in SEVIS for the date you indicate.

Do not submit this request to the ISS until you are certain that you wish to transfer, the school you wish to transfer your record to, and the date on which you want this transfer completed.

- 1) Review the SEVIS Transfer Instructions and Information CAREFULLY.
 - a) It is YOUR responsibility to maintain lawful F-1 Status and ensure you are following all instructions provided.
- 2) Submit the [SEVIS Transfer Out Request Form](#) and all required information
 - a) For instructions on selecting your Transfer Release Date, see information provided below.
 - b) *Do not email the ISS to notify the office of your submission. We will process your request as quickly as possible in the order it is received.*
- 3) **The ISS will review your request within 5-7 business days**
 - a) *SUNY Poly Offices are open Monday-Friday, 8:30-4:30. Offices are not open on Saturday and Sunday.*
- 4) If approved, your record will be scheduled for release to your new school on the date you indicated in your request, or on the day your request is processed by the ISS (if your requested transfer date has already passed).

IMPORTANT

To be fair to all students, applications to the ISS are processed in the order received and will not be expedited.

- **ISS processing time is up to 5-7 business days. Students will receive an email when their request has been reviewed and approved/denied.**

**There is no need to contact the ISS to inquire about the status of your request or to inform us of your submission. We do not expedite requests, and process them as quickly as possible, in the order it is received. Once your request is processed, you will be notified through the email address provided. **

SELECTING A TRANSFER RELEASE DATE

The “Transfer Release Date” is the date you would like for your SEVIS record to be transferred, or “released”, to your new institution.

Students should consider the following when selecting a Transfer Release Date:

- **ISS processing time**
 - ***Processing time for all transfer out requests is 5-7 business days.***
 - Requesting a transfer date earlier than 5-7 business days will likely not be processed by the date you select.
 - If you select a transfer release date sooner than 5-7 business days from submission of your SEVIS Transfer Request Form, your record will be transferred to your new school on the day the ISS processes your request.
- **Your current semester start/end date**
 - Students should ideally transfer between semesters, and only in rare circumstances may they be able to transfer out after a semester has started.
 - Review the information provided above about transferring mid-semester, if applicable.
- **Your current OPT/STEM OPT end date**
 - ***If you are engaged in any OPT or STEM OPT Extension employment, you may continue to work ONLY until the day your record is transferred.***
 - After your SEVIS record is transferred, you MAY NOT continue any OPT or STEM OPT employment approved for a program completed at SUNY Poly.
 - Students should contact their new school prior to engaging in ANY employment after their SEVIS transfer.
- **Current CPT/on campus employment**
 - ***If you are engaged in any on or off campus employment, you may continue to work ONLY until the day your record is transferred.***
 - After your SEVIS record is transferred, you MAY NOT continue any on campus employment at SUNY Poly, or CPT employment approved by SUNY Poly.
 - Students should contact their new school prior to engaging in ANY employment after their SEVIS transfer.
- **Upcoming travel outside of the U.S.**
 - ***If you are planning to travel outside of the U.S. and return prior to the start date at your new school, you should ideally transfer your SEVIS record to your new school and re-enter the U.S. with your new Form I-20 issued by your new school.***
 - If you are traveling outside the U.S. and plan to reenter after your SEVIS record is transferred:
 - You must re-enter with the new I-20 from your new school.
 - You may not re-enter the U.S. *after* your SEVIS record is transferred with a Form I-20 from SUNY Poly.

REMEMBER

- **If your request is not processed by the requested transfer release day** (because you requested a date sooner than the processing time required by the ISS), your record will be transferred on the day it is processed (within 7 business days of when it was submitted).
- **After the requested release date/7 business days from submission of the SEVIS Transfer Out Request Form:**
 - Students should contact their new institution for information about their SEVIS records.
 - SUNY Poly will no longer have access to your SEVIS record and cannot provide information about it.

IMPORTANT

It is *your responsibility* to drop or unregister from courses for the upcoming semester (if you have already registered).

The ISS Office is not able to drop your courses. You are responsible for dropping your courses or de-registering with the Office of the Registrar.

Failure to do so will incur a tuition bill which you will be responsible for paying, regardless of whether or not you have been attending the classes at SUNY Poly during that time.

For more information about SEVIS transfers, check out Study in the States' [Instructions for Transferring to Another School as an F-1 student](#) and U.S. Immigration and Customs Enforcement's information on [Transfers for F-1 students](#).