

TRANSFER FROM COPPIN STATE UNIVERSITY

F-1 students who are planning to transfer from Coppin to another school in the U.S. must follow an immigration transfer process through **SEVIS** in order to maintain valid immigration status:

1. Obtain admission to enroll at the new school.
2. Complete the **Transfer Out Request Form** and attach a copy of your admission letter or proof of admission and submit to the Coppin International Office. (Note: Some admitting schools may also have their own "Transfer In" or "Transfer Verification" form.)
3. Coppin International Office will release your record through SEVIS to the new school on the last day of the current term.
4. Upon the SEVIS release date, the new school will have access to your record and be able to issue an I-20 for transfer. The Coppin I-20 will no longer be valid.
5. Complete the transfer process at the new school. The transfer must be completed no later than 15 days from the start date on the new school I-20. Contact the new school's International Students office regarding the transfer completion process at that school.

Transfer "Release"

Students may apply to many schools, but the SEVIS record can only be transferred to one school. Once the record is transferred out from Coppin to the new school, it cannot be changed after the release date. Therefore you should make your final decision about which school you will transfer to before requesting a release.

The transfer release date will be the last day of the last registered semester or summer session at Coppin. If a different release date is requested, please meet with an Coordinator in the International Office.

The SEVIS record must be released no later than 60 days after the last day of the last registered semester or summer session. Allow three days for processing.

If the time period between the end of enrollment at Coppin and the start date of the program at the new school will be more than five months, please meet with the Coordinator in International Office.