



International Student (I-20) Transfer Out Form

Please fill out this form, print and submit to The Banff School with required transfer out materials.

Important Information Regarding Transfers

1. Students requesting a transfer must provide proof of admission to the new institution (e.g., acceptance letter).
2. A student must apply for transfer to the new institution within 60 days from the last day s/he attended The Banff School or completed OPT. Requests beyond this 60 -day period will require students to leave and re-enter the U.S. using an I-20/DS-2019 issued by the new institution.
3. Once the release date has occurred and a student's SEVIS record has been transferred, The Banff School no longer has access to it. The new institution is responsible for maintaining and transferring your SEVIS record.
4. It is the student's responsibility to provide all of the information requested below. Incomplete forms will not be processed.

Transferring Student's Information

Last Name: _____ First Name: _____ Middle Name: _____

SEVIS Number: N000 _____ Email Address: _____

Current Address: _____

Current Program End Date: _____ Phone Number: _____

Country of Citizenship: _____

New Program Information

Name of the Institution: _____

Name of the Campus (if different than the institution): _____

Location of Institution: _____ Date Classes Start (mm/dd/yyyy): _____

The name of the International Student/Admission Advisor (DSO) at the new Institution: _____

Advisor's Email: _____ Advisor's Phone: _____

Advisor's Fax: _____ School Code: _____

Semester you intend to register at the new institution:

Fall ☐

Spring ☐

Summer ☐

Year: _____

SEVIS Release Date (You must **choose** a transfer release date. The release date will generally be the last day of your current semester at The Banff School):

I authorize The Banff School to release my SEVIS record to the above named school by the release date indicated on this form. I attest that I have read and understand the "Important Information Regarding Transfers" and the information I provided above and documented, as applicable, is true and valid. Furthermore, I acknowledge that once the transfer release date occurs, The Banff School will no longer have access to my SEVIS record.

Signature

Date

Please Email or Fax (281-444-3632) to the attention of: Mrs. Wasser (dwasser@banffschool.org)
Phone Number : 281-444-9326