



ELP – TRANSFER-OUT REQUEST

Important information regarding CSULA – ELP Transfer Out Policy:

- > You can only transfer out and maintain your F-1 status at the end of your current quarter/level.
> Withdrawing from the program is not the same thing as transferring your F-1 SEVIS record.
> Not attending class can negatively affect your F-1 status and the transfer of your F-1 record.
> No transfer after vacation – you must return to ELP or a CSULA program.

Name: Family Name First Name Middle Date:

ELP I.D. # CURRENT HOME LEVEL:

SEVIS # N000

Email: Phone Number:

NEW SCHOOL INFORMATION

New School

Address City State

Telephone FAX

Starting Date Month Day Year

STEPS FOR A TRANSFER-OUT

- 1) You must apply to your new school early.
2) You must bring your transfer form to the IPS office before Week 8.
3) You must bring your new school's ACCEPTANCE LETTER to IPS before Week 10.
4) IPS will release your electronic record one week after the quarter ends.
5) If you need an early release, please talk to the Immigration Counselor.

NO TRANSFER AFTER VACATION
YOU MUST RETURN TO ELP OR A CSULA PROGRAM

Student Signature: Date:

FOR OFFICE USE ONLY

Release Date: Upon receipt of Acceptance Letter or Actual Date:

Dates of Attendance at ELP Transfer Approval Pending Yes No

Comments

ELP DSO confirmation:

Print Name Signature Date