

International Student SEVIS Record Transfer Process

1. Let your **International Advisor in ISS** know that you would like to transfer and the reason why.
2. Check your **remaining balance** with the Business Office (Keep in mind that your credits will not transfer from NCWU to your new school until the balance has been paid)
3. Receive an **acceptance letter** from the new university
4. If you know you are definitely not returning to NCWU the following semester, you need to fill out the **“Request to Withdraw”** form. To do this: Log in to your student portal and click the word “Students” on the blue bar. On the left side, click the word “Forms.” Then find “Request to Withdraw” and complete the form. The purpose of this form is to inform departments that you do not plan to return. Under “Withdrawal Type,” be sure to select “Next Semester.” (If you cannot access the form through your portal, please email your academic advisor and the registrar's office to let them know that you do not plan to return.)
5. Your new university's International Student department should also send you a **SEVIS Record transfer clearance form** to be filled out by a DSO from NCWU. You might need to request this. Your new school wants to know that you are in good standing at NCWU. Read the instructions carefully. Be sure to fill in the top portion and sign it in the Student Section. Email the form and your Acceptance Letter to International@ncwu.edu. Discuss with an NCWU DSO the preferred date you would like your SEVIS record to be transferred. (It will be a date after exams are over.) An NCWU DSO will communicate with a DSO at the new school regarding the official SEVIS record transfer date when we send the transfer-in form to them.
6. Before we transfer the SEVIS record, we will send you a Transfer I-20 with confirmation that your SEVIS record has been transferred. Your new school should issue you a new I-20 after they have received your SEVIS record.

Note: The SEVIS record transfer cannot be undone.

Reminder: Credits from NCWU will not be transferred to your new university until you have paid your NCWU balance in full.