



Florida A&M University
Office of International Education and Development

INTENT TO TRANSFER FORM

If you are planning to transfer out of Florida A&M University, you must notify the Director of International Students and Scholars Services in the Office of International Education and Development of your intent to transfer by completing the ***Intent of Transfer Form*** and OIED in person at least **45 days** in advance of the SEVIS release date (i.e. current semester or session completion date). You **MUST** submit your most current **SEVIS 1-20, 1-94, passport, U.S. Visa, official transcript, Status verification form and admission letter from your future institution, etc to OIED. PLAN AHEAD!** No action will be taken until OIED receives and verifies all required documents. Please provide the following information:

Name(print)	I Last name	I First name
Student ID	I SEVIS ID	I 1-94
E-mail		Phone
Number of dependents		SEVIS ID#s
The department in which you are studying :		
The education level you are pursuing now	Bachelors Masters PhD Other:	
Date of intended transfer from FAMU	mm/dd/yyyy	
The name, address and contact person of the institution you will transfer to		
The number of credit hours you are enrolled	Semester Year credits	
	Fall	
	Spring	
	Summer	
Have you been out of F-I status for any reason since you entered U.S.A.?		Yes No
If yes, when, why and how reinstated		
Are you engaging in Post-completion CPT/OPT now?		Yes No
If yes, Start date-		Ending date-

To BE SIGNED BY STUDENT'S ACADEMIC ADVISOR AND DEPARTMENT HEAD:

(Name) _____ is an F-I student engaged in (program level) in the Department of _____. He/she is in good standing and has discussed his/her intent of transfer out of Florida A&M University with me. I understand that he/she will leave as of (Date)_____.

Academic Advisor's Signature _____ Date _____ Printed Name Phone# E-mail _____

Department Head's Signature _____ Date _____ Printed Name Phone# E-mail _____

OFFICE USE ONLY

Instructions for staff: (1) *Date-stamp* upon receipt of completed form. (2) Make photocopy of form for student. (3) and (3) Place original form (with copy of any supporting documentation) in student's folder.

SEVIS updated on ___/___/___ by _____ with the transfer release date of ___/___/___

mm dd yyyy DISSS/ISA Signature mm dd yyyy