



University of North Carolina Wilmington  
Office of International Programs  
601 South College Road-Wilmington-NC-28403-5965  
910-962-3685 (phone)-910-962-4053 (fax)

## Request for Transfer from UNCW

Transfer Procedure: If you plan to transfer from UNCW to another U.S. school, you must use this form to notify UNCW of your intent to transfer and to indicate the school to which you intend to transfer (your “transfer school”) within 60 days of completing your current program. Upon receipt of this completed form, a Designated School Official (DSO) within the OIP at UNCW will transfer your SEVIS record to your “transfer school” on the “transfer release date” you request below. Please note that your transfer school will not be able to issue you a new I-20 until the transfer release date has been reached. In addition, although you may be applying to multiple schools, the DSO may indicate only one transfer school in SEVIS. Finally, if you decide to cancel your transfer request, you must notify an OIP DSO before the transfer release date—once the transfer release date has passed, UNCW will no longer have access to your SEVIS record.

**Please complete the information below and return this form to the OIP at least one week before your requested transfer release date. All fields must be filled in for us to process your transfer.**

_____	_____	_____
Last Name	First Name	Date of Birth
_____	_____	_____
Transfer Release Date	Transfer School Name	Transfer School Code
<i>By filling out this form and signing below I am authorizing UNCW to terminate the reporting of my information to SEVIS as of the “transfer release date” requested above.</i>		
_____	_____	_____
Student’s Signature	Date	
_____	_____	_____
Phone	Email	

FOR OFFICE USE ONLY: SEVIS updated on: _____ by _____ with a release date of: _____
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