

Transferring Out of NOVA

In order for an F-1 student to complete a transfer to another school, you must be sure that your SEVIS record is (I-20) transferred from NOVA to the new school. ***If the transfer is not done in a timely manner the record will be terminated and you will fall out of status.***

To request a transfer of your F-1 SEVIS record from NOVA to a new U.S. school you must submit to an international student advisor:

1. Submit online form 125-061 F-1 Request for Services --> Transfer Out
2. Upload a copy of your admission letter to your new school
3. If the new school has a transfer form it may be uploaded at the same time

The international student advisor will release your SEVIS record to the new school at the end of the current semester or within 10 working days, whichever is earlier.

Important reminders

➤ **Deadlines**

- Students who have completed an associate degree at NOVA have a 60-day grace period during which they are in F-1 status and may transfer.
- Students who have not completed an associate degree do NOT have a 60-day grace period and should request the transfer before classes begin in the next semester or before their I-20 expires, whichever is earlier.
- Students who have completed OPT also have a 60-day period during which they are in F-1 status and may transfer.
- Students who have been enrolled in the Intensive English Program should request the transfer before classes begin in the next semester or before their I-20 expires, whichever is earlier.

➤ **New school start date** – You must enroll in your new school in the first available term. The first available term cannot be more than 5 months from the last date of enrollment at NOVA or the end of your OPT employment.

➤ **Transfer “release date” for students with OPT** – Release of your SEVIS record terminates your authorization for OPT. If you are working on OPT, don’t request that we release your record until you are ready to stop working.

➤ **F-1 status while the record is being transferred** – Once the SEVIS record is transferred, you will maintain your F-1 status while you wait for an I-20 from your new school. However it is important to contact the new school’s admissions or international student office after the release date to ensure that they have the record and all the documents required to issue another I-20.

➤ **Travel abroad between schools** – Your NOVA I-20 cannot be used to travel abroad if you are intending to transfer. If you are planning such a trip, you will need the I-20 from your new school before returning to the U.S. The new I-20 will not need a “travel signature” on page 3 first re-entry to the U.S. You also will not need a new F-1 visa stamp in your passport as long as the current visa has not expired.