



**INTERNATIONAL STUDENT OFFICE  
COLLIN COLLEGE**

**Transfer-Out Request Form**

**F-I Transfer-Out Information:**

F-I students may request to transfer to another school. Students must seek admission to the new school and get a confirmation letter. Release date should be determined by student after taking in consideration time needed to complete the transfer at the other institution, possible travel before semester start date, and deadlines from transfer-in school.

**Choose release date to the other school: SEVIS# N** \_\_\_\_\_

Keep in mind that the release date is the current semester or session completion date or last day of finals on the school academic calendar. \_\_\_\_/\_\_\_\_/\_\_\_\_ (On-campus employment end date)  
MM DD YY

**SCHOOL NAME:** \_\_\_\_\_

**SCHOOL SEVIS CODE:** \_\_\_\_\_

**To apply to Transfer-Out, please bring, fax or email to the International Student Office:**

- Complete Transfer-Out Form with your signature and date.
- Copy of your acceptance letter on letterhead or official email from the Admission Office of the other school with semester start date.

**Print name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **CWID:** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
MM DD YY

\_\_\_\_\_  
**Signature** MM DD YY

2800 E. Spring Creek Pkwy.  
Plano, Texas 75074  
Phone: 972-516-5012  
Fax: 972-516-5048  
E-mail: iso@collin.edu

**Reminder to OPT students:** You must apply and get the new I-20 before the end of the grace period (60 calendar days after EAD end date). Work authorization ends once I-20 is released.

Once the International Student Office completes your transfer, we do not have access to your record. Please contact our office before the release date, if you change your mind or want to transfer to another institution. You must report to the school no later than 15 days before the program start date.