Transfer Out Guide

SEATTLE COLLEGES
International Programs

Eligibility Requirements

- You must be maintaining your status in the U.S. (passing classes, enrolled full-time, etc.)
- You must be accepted and starting at the new school within the allowed timeframe. Some students have a "grace period" in which to transfer but other students do not. Ask an advisor about your case if you have questions.
- You must not be gone from the U.S. more than five months

Grace Period for some students

Only some students will have a 60-day "grace period" in which to transfer. Other students will NOT have a grace period. It is complicated and depends on a number of factors. Talk to an advisor to find out whether or not you are eligible for a grace period or must transfer and start classes at the new school more quickly.

Travel while transferring

If you plan to travel outside the US in between schools and are concerned about getting a new I-20, please talk to your advisor. You can request that the new school send your "Transfer-Pending" I-20 to your home country address, and then re-enter the U.S. with this new school's I-20. Please note that you could no longer use Seattle College's I-20; it will be invalid as of the last day of your attendance.

Steps to Transfer (keep this page for reference!)

1. **Apply to new school**(s)
   - Submit application, financial documents, transcript, anything needed by the new school before their deadline
   - You can apply to more than one school; if you are applying to universities, we always recommend applying to 3-5 schools or even more depending on your major (e.g. is it a competitive major?), grades, and other factors
2. **Immigration form for new school:** Most schools will send you a form to collect information about your immigration status. Different schools have different titles for the form, e.g. Status Verification; Transfer-In form; Notice of Intent to Transfer; Transfer Clearance Form, etc. **You fill out the student section, then upload it into the Transfer Out E-form in SCDGlobal (see below).** Your advisor will fill out the advisor section and send it directly to the new school. This is usually done before you are accepted.
3. **Get accepted!** If you get accepted to more than one school, you need to choose which one you will transfer to. We can send the SEVIS record only once. Talk to your advisor if you have questions.
4. **SCDGlobal Transfer Out E-form and copy of Acceptance Letter:** After you decide which school you will attend, fill out the Transfer Out E-form through our SCDGlobal student online management system. You will need to upload a copy of your acceptance letter and immigration form from your new school (if applicable). You can access SCDGlobal online: https://iom.seattlecolleges.edu/ and will need your Seattle Colleges username and password to login.
5. Your **SEVIS record** will be transferred to the new school after the quarter ends and your grades are posted. Check the Seattle Central calendar on the college website to find out when grades will be posted for your final quarter.
6. **"Transfer-Pending" I-20 from new school:** Your new school will issue an I-20 that says "Transfer-Pending" as the issue reason. It can be used for travel. You will later get a final "Continued Attendance" I-20 after the transfer process is complete and you have reported to the new school.

CHANGE OF PLANS: If you think you will fail classes, or if you change your mind

If you do not communicate with your advisor, your transfer may be cancelled and you may fall out of status.

- If you will fail any classes in your final quarter, it's very important to talk to an advisor about your options! You may be eligible for an extension but you must request it before the end of the quarter.
- If you change your mind about the transfer, talk to your advisor. If the SEVIS record has not been released (sent) yet, we can cancel the transfer. If it has already been released, you will need to talk to the new school.