



ISSI Form 120

Transfer-Out Notification

Form for F-1 Students

Many Cultures. One Northeastern.

The completion and submission of this form will initiate the process of transferring the student out of Northeastern to another academic institution. Northeastern will have access to the student's SEVIS record up until the "transfer-out" date listed below. Once the "transfer-out" date has passed, only the academic institution to which the student is transferring will have access to that student's SEVIS record. If the student changes his/her mind about transferring, and the "transfer-out" date has passed, then the student must contact the academic institution to which he/she is transferring, as only that institution will have access to the record at that point. Once the "transfer-out" date has passed, the new academic institution will be able to issue a new I-20.

Family/Last Name: _____

First/Given: _____ NU ID# _____

SEVIS # N _____

Local U.S. Address: _____

(street address)

(city)

(state)

(zip code)

Student contact information (in case we need to contact you regarding this request): _____

(telephone number)

(email)

Name of Your Academic Advisor: _____

Department: _____ College/Graduate School: _____

“With this form I signify that I have been accepted by and am transferring to:”

Full Name of Academic Institution: _____

Address: _____

City: _____ State: _____

Telephone Number of International Student Office at new institution: _____

Reason for Transfer (optional) _____

Transfer-Out Date – Usually the last day of the last semester at Northeastern should be the student's "transfer-out" date. The transfer out date must be the day of the request or a day set in the future. Individuals may not be able to work on-campus or on Optional Practical Training (OPT) once the transfer release is completed. Also, unless a student is completing a program at Northeastern University, the student should be sure to officially withdraw from Northeastern with their College/Graduate School/Program and with the Office of the Registrar, 120 Hayden Hall.

“My Transfer-Out Date will be:” Month _____ Day _____ Year _____

Student Signature: _____ **Date:** _____

____ I will pick up the transfer form

____ Please fax the transfer form to my new school

____ Please mail the transfer form to my new school

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Northeastern University