



**F-1 SEVIS  
Transfer-Out Form**

**OFFICE OF GRADUATE STUDIES  
International Student Services Division**

**STUDENT INFORMATION:** (to be completed by student)

Name: \_\_\_\_\_  
Surname/Primary Name (Family Name)      Given Name      Middle

Date of Birth (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_      ASU ID #: \_\_\_\_\_

Address: \_\_\_\_\_  
Number/Street/Apt      City      State      Postal Code

Telephone number: \_\_\_\_\_      Email address: \_\_\_\_\_

**DIRECTIONS:**  
If you are an F-1 student planning to transfer to another university, you must get the approval from the Designated School Official (DSO) at Alcorn State University to transfer your SEVIS information. This form should be submitted in advance to the Office of Graduate Studies. The required documents in Part I must be submitted at least one week before the effective transfer-out date.

**Part 1:**

Name of Institution: \_\_\_\_\_

The following is a checklist of the required documents you must submit to the Graduate Office in order to process your request for transfer-out.

- Admission Letter from the new institution
- Transfer-In Form from the new institution

**Part 2:**

Transfer-Out Semester Applying for:  Fall       Spring       Summer      Year: 20\_\_\_\_\_

Effective transfer date? \_\_\_\_\_

Student Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Please complete and return using one of the following two methods (mail or email):  
**Mail:** Office of Graduate Studies ■ Alcorn State University ■ 1000 ASU Drive #689 ■ Lorman, MS 39096  
**Email:** [graduatestudies@alcorn.edu](mailto:graduatestudies@alcorn.edu) ■ For Information Call: 601-877-6122