

REQUEST FOR A TRANSFER VERIFICATION FORM TO BE SENT TO A PROSPECTIVE NEW SCHOOL

No Written Proof of Admission is Attached

This form serves only one purpose

- to submit another school's SEVIS transfer form to that school.

Students can request to have SEVIS transfer forms filled out and sent to more than one school.

This is NOT a request to TRANSFER in SEVIS.

Name _____, _____		Today's Date _____
<small>Last Name, First Name</small>		
CSUN ID# _____	CSUN Email _____@my.csun.edu	
Anticipated Transfer Date _____		
Will the transfer form be picked up after it is sent to the prospective school? _____ Yes _____ No		
If yes, student should return to pick it up in 7 – 10 business days.		

This form is NOT a request for a SEVIS transfer out.

Submitting this form will NOT result in a SEVIS transfer.

Submit by email or in person to ARC (Admissions, Registration and Client Services), in EU 200 (818) 677-2504

danielle.g.keesee@csun.edu lesa.green@csun.edu or ayda.vardumyan@csun.edu

Office is open 8:00 am – 5:00 pm Monday through Friday

For office use only:

Filled out SEVIS transfer verification form	DSO's initials _____	Date _____
<input type="checkbox"/> FAXED / <input type="checkbox"/> EMAILED form to the new school		
OR	Initials _____	Date _____
<input type="checkbox"/> STUDENT PICKED UP form		
<input type="checkbox"/> Told student form was	<input type="checkbox"/> ready for pick up,	<input type="checkbox"/> emailed to school,
<input type="checkbox"/> faxed to school,	<input type="checkbox"/> other _____	
by _____, on _____		
<small>Initials Date</small>		