

**ENROLLMENT SERVICES**

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## TRANSFER OUT REQUEST FORM

All F-1 students intending to transfer to another institution in the United States must complete and submit this form to the Enrollment Services Office or email the form to [atrussell@gulfcoast.edu](mailto:atrussell@gulfcoast.edu). The information requested on this form is required by Gulf Coast State College to release the SEVIS number (I-20) to another institution. Please submit this form along with a letter of admission and the transfer-in form from the institution to which you intend to transfer.

**Student Information**

Last Name	First Name	GCSC A #
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Email Address	Degree Level (AA, AS, BAS)	Major
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SEVIS ID \_\_\_\_\_

**Reason for Transfer Out (Check all that apply.)**

Graduation     
  OPT Completion     
  Course Availability/Location  
 Financial Difficulties     
  Academic Suspension  
 Other \_\_\_\_\_

Are you currently authorized for Optional Practical Training (OPT)? \_\_\_\_\_

**Transfer School Information**

Name of Transfer School	Campus Location (if applicable)	Transfer School Address
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SEVIS School Code	Semester/Year of Acceptance	Program Start Date
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DSO Name	DSO Phone Number
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Requested Transfer Release Date \_\_\_/\_\_\_/\_\_\_      Start Date at New School \_\_\_/\_\_\_/\_\_\_

Note: The transfer release date will be the end of the current term or session. If you decide to cancel your transfer you must notify the DSO before the transfer release date given. After that date, GCSC will no longer have access to your SEVIS record. On campus employment and OPT must end on your transfer release date and your I-20 will not be eligible for travel after the transfer date.

Student's Name \_\_\_\_\_ Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_