“Transfer Out” Supporting Documents Cover Sheet

Name: ___________________________ UNI: __________________

___ 1. Completed cover sheet (this document)

___ 2. Letter of admission from your new school (copy of electronic letter is accepted)

___ 3. Your new school’s SEVIS code: ___________________________

___ 4. Your most recent I-94 arrival record

___ 5. EAD card. Only if you are currently working on F-1 OPT or the STEM OPT Extension.

___ 6. Requested release date: ________________________________. Please note: If you are currently on OPT, be aware that you cannot continue to work after the release date.

___ 7. Paper transfer-in request form. Only if your new school uses a paper form.

___ 8. Electronic Transfer Request. If your new school uses an electronic transfer procedure, you also need to provide them with the following Designated School Official (DSO) contact information:

   ● Students transferring out of Morningside campus: Samantha Lu, isso@columbia.edu
   ● Students transferring out of CUIMC Medical campus: Gwyneth Smith, cumc-intl-students@columbia.edu