



UC San Diego
Global Education
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LA JOLLA, CALIFORNIA 92093-0018

Global Initiatives: (858) 534-1123
International Services and Engagement Office: (858) 534-3730

University of California San Diego's Transfer Clearance Form Policy

Dear School Administrator:

This letter is to verify the University of California San Diego's policy on completing transfer clearance forms from other institutions. Please note, the International Services and Engagement Office (ISEO) at UC San Diego does not complete transfer clearance or transfer verification requests from other institutions as these are not required by F-1 federal regulations.

F-1 students are responsible for retaining immigration documents to reflect approval for employment authorization, authorized drops below full course loads, attendance, enrollment verifications, and information listed on their most recent Certificate of Eligibility. The student is responsible for providing all requested information or documentation to your school.

ISEO will only process SEVIS transfer out requests for students who have maintained F-1 status and have an ACTIVE SEVIS record. A student will receive notice by email once their request for transfer has been successfully processed by our office.

If a student is ineligible to transfer out in Active status, ISEO Advisors will contact the student directly to verify their options moving forward. ISEO will process SEVIS transfer out requests for students in Terminated or Completed status only upon receiving written confirmation from their new school's DSO that they are in full support of filing a Reinstatement of F-1 status with United States Citizenship and Immigration Services (USCIS).

If further information is needed, please contact UC San Diego at iStudents@ucsd.edu or 858-534-3730 for more information.

Sincerely,

International Services and Engagement Office
University of California San Diego