



## Transfer Out Checklist and FAQ

### Transfer Out Checklist

- Attend an ISP Exit Workshop. For the Workshop Schedule please visit [www.deanza.edu/international/](http://www.deanza.edu/international/)
- Exit Form – Complete and submit the Exit form to your assigned immigration advisor. Please attach the following:
  - Last names beginning with A-L: **Andrea Santa Cruz**: [SantacruzAndrea@fhda.edu](mailto:SantacruzAndrea@fhda.edu)
  - Last names beginning with M-Z: **Allison Largent**: [LargentAllison@fhda.edu](mailto:LargentAllison@fhda.edu)
    - Acceptance letter/email from your new school
    - Transfer Form (if you were given one from the school)
- Send Final Official Transcript to new school. You can order transcripts through MyPortal under Registration > My Records > Order De Anza Official Transcript.
- Submit General Education (GE) Certification Request to Admissions and Records. If you are using secondary school transcripts to complete Area 6 (Language Other Than English) on IGETC, attach a copy of your secondary school transcript.

<https://www.deanza.edu/admissions/evaluations/generaleducation.html>

- Check your email for instructions from your new university. You will likely need to submit documents and attend an orientation before Fall classes begin.

### Transfer Out FAQ

#### **I am not sure which school I will transfer to in Fall. When should I submit my Exit Form?**

We advise students to wait until they have made their final decision to submit their Exit Form and Acceptance Letter. You can submit your Exit Form and Acceptance Letter within the 60 day grace period, starting from the last day of the quarter. However, please note that with the high volume of transfers, submitting the form later may delay the transfer process to your new school.

#### **Can I take a Summer course before I transfer in the Fall quarter?**

Yes, but we strongly advise that you meet with an international academic counselor first.

#### **When will my I-20 be transferred?**

SEVIS records can be transferred as early as the last day of the quarter. Records will be transferred within the 60-day grace period. ISP will do its best to transfer records as soon as possible. Due to the high volume of transfers during this time of the year, it could take up to a few weeks. For more information, please attend an Exit Workshop or speak with an immigration advisor.

#### **I am going home over the break. How can I obtain my I-20 from my new school?**

Contact your new school to let them know you will be traveling over the Summer. You will need to let them know your mailing address, so that they can send you the I-20 and you can re-enter the U.S. with your new I-20 before Fall classes begin.