

Before we can process your transfer, please make sure that you have completed these steps:

- You must have a zero balance in your student account. We cannot process your transfer if you have an outstanding balance.
- Check with the housing office to ensure that you have completed all the forms for check-out and/or contract release (if transferring after the fall semester).

You must submit a copy of the Acceptance Letter from the new institution along with this form. If the new institution utilizes a Transfer-In Request Form, please also include that with the submission of this form.

Student and Scholars will use their form to request a transfer of their SEVIS record to another U.S. institution. Students and Scholars must maintain an active/valid status until the time of transfer.

Transfer Information: To be completed by the student/scholar.

Full Name: _____
Family/Last Name Given/First & Middle Name

MSUB Student ID: _____ Current Visa Type: F-1 J-1

SEVIS I-20/DS-2019 #: _____

Date you will begin program at the new institution: _____
Month/Day/Year

Date you would like your SEVIS record to be released to the new institution: _____
Month/Day/Year

New Institution’s Name and Location: _____

New Institution’s SEVIS School Code (If known): _____

By signing, you request that the Office of International Studies release your SEVIS record to the institution listed above:

Student/Scholar Signature: _____ Date: _____
Month/Day/Year



Transfer Out Survey

OIS requests that all international students who wish to transfer to another university complete the following survey. This form is anonymous and will only be used for tracking purposes and to enhance the services at OIS and MSUB.

Country of Origin: _____

Degree Level at MSUB (*Associates/Bachelors/Masters*): _____

Major at MSUB: _____

Number of semesters enrolled at MSUB: _____

Please select one of the following as it best describes you:

- New student to MSUB (*not yet attended*)
- Current MSUB student (*currently enrolled*)
- Recently graduated MSUB

Name of New Institution: _____

Degree Level at New Institution (*Associates/Bachelors/Masters*): _____

Intended Major at New Institution: _____

Please describe your reason for transferring to another school:

How would you describe your experience with the Office of International Studies at MSUB?

- Excellent
- Very Good
- Good
- Somewhat Good
- Not Good at all

How would you describe your overall experience at MSUB?

- Excellent
- Very Good
- Good
- Somewhat Good
- Not Good at all



Transfer Out Survey

How would you describe your experience in Billings Montana?

Excellent Very Good Good Somewhat Good Not Good at all

Was there anything specific that did not meet your expectations at MSUB? If so, please describe...

Is there anything that OIS could have done to make your experience more enjoyable? If so, please describe...

Comments, questions and other reflections you would like to share.

Thank you for completing this survey. We wish you all the best with your future endeavors!

- OIS Team