



**Southeast Arkansas College**  
**Office of Admissions**  
**1900 Hazel**  
**Pine Bluff, AR 71603**

**Transfer Out/In Form for International Students**

According To BCIS (Bureau of Citizenship and Immigration Services), the Principal Designated School Official (PDSO) is required to ensure that all International Students are cleared with this College and the following offices.

**Before an I-20 can be transferred Through Sevis (Student Exchange & Visitor Information System) To another Institution.**

**To Be Completed By the Student**

Student Name _____		
(Last)	(First)	(Middle)
Address _____		
_____		
_____		
Telephone# _____		
Student ID# _____ Social Security Number # _____		
Degree Pursuing: Associate of Arts Degree		
Associate of Applied Science Degree		Major _____
Technical Certificate		
Reason for Transfer _____		
_____		
_____		
For Office Only		
To Transfer Out/In of SEARK, We Will Need A Copy Of Your Letter Of Admission To The Institution Or University That You Are Transferring To.		
(Name of Receiving Institution)	Letter of Admission on File	Semester/Year of Transfer
Admissions & Academic Records _____	Appropriate Signature	Date
Business Office _____	Appropriate Signature	Date
Dean/Advisor _____	Appropriate Signature	Date
<p>After the appropriate Signature are obtained, <b>please submit this form back to the OIP, Two (2) Weeks Prior To Your Expected DATE of TRANSFER</b></p>		