



### **Instructions to Access the Transfer-Out Request e-Form**

We have moved the Transfer-Out request form into an online portal called the iStart Portal. Below are instructions on how to access the portal as well as how to locate the SEVIS Record Transfer-Out Request e-form.

**Step 1:** Using Internet Explorer as your browser, visit the URL: [istart.app.clemson.edu](http://istart.app.clemson.edu)

**Step 2:** Register your portal by entering your CU/XID and date of birth

**Step 3:** On the left-hand list of forms, select "F-1 Student Services," and complete the **SEVIS Record Transfer-Out Request** e- form

Please allow **2 business days** for processing. You will receive an email from [is@clemson.edu](mailto:is@clemson.edu) with a Transfer-In form as well as the SEVIS record release date. If you have any questions regarding the e-form, please contact our office.

Thank you and best of luck,

International Services