



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

The Transfer-Out form is now located in the online 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:** [Download the Duo Security App by following CCIT's instructions.](#) [\(Click here for FAQs and tips on how to use Duo\)](#) Once you have downloaded Duo, you can move on to Step 2 to connect to Clemson University's network through the VPN.

**Step 2:** [Click here](#) to download the VPN to your computer. If you would like detailed step-by-step instructions on how to download DUO and access Clemson University's VPN, please click [here](#).

**Step 3:** Using Internet Explorer as your browser, visit the URL: [istart.app.clemson.edu](http://istart.app.clemson.edu)

**Step 4:** Register your portal by entering your CU/XID and date of birth

**Step 5:** 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