

# International and Exchange Student Center

## SEVIS Transfer Out Form

**This form is used only when a student has decided on the final college/university.**

Student's Name: \_\_\_\_\_  
Family Name First Name M.I.

US Address: \_\_\_\_\_  
Street Address Apartment

City State ZIP Code

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Student ID#: \_\_\_\_\_

### Important School Information:

Name of School you will be transferring to: \_\_\_\_\_

How is your school listed in SEVIS? \_\_\_\_\_

SEVIS School Code: \_\_\_\_\_

Address of School: \_\_\_\_\_  
Street Address Unit# City State ZIP Code

Name and Title of DSO: \_\_\_\_\_ Tel. No.: (\_\_\_\_) \_\_\_\_\_

Transfer Starting: Quarter Semester Session/Year: \_\_\_\_\_

Reason for transfer: \_\_\_\_\_

I understand that I must submit proof of admission for my records to be released to the above school on the below mentioned release date. I also understand that transferring my SEVIS record prior to my OPT end date will cancel the remaining OPT period.

Requested Release Date: \_\_\_\_\_ Student's  
Month / Day / Year SEVIS Number : \_\_\_\_\_

### WARNING

If your plans change and you decide to transfer to a different school, or if you will not transfer at all, it is very important that you tell the International and Exchange Student center BEFORE your release date. We will be able to release your SEVIS record to a different school, or cancel the transfer as long as you contact us before the release date. If you contact us with changes after the release date, we will no longer have access to your SEVIS record and, therefore, will not be able to make the changes that you request.

### Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am submitting this form electronically without a signature. Despite the lack of a signature, I certify that the information contained in this form is true and correct to the best of my knowledge and recollection.