California State University, Northridge
International and Exchange Student Center
SEVIS Record Transfer-out Request 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: _____

Name of your school as listed in SEVIS: _____

SEVIS School Code (please ask DSO of new school for this information:_____

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 certify that all of the information above is complete and correct. My SEVIS record cannot be transferred if any of the information required on this form is missing or inaccurate. 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 SEVIS Number : _____
Month / Day / Year

CAUTION

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 inform the IESC before your SEVIS release date. We can 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.

Acknowledgement and Signature

☐ Signature: _____ Date: _____
I certify that my answers are true and complete to the best of my knowledge.
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 complete, true and correct to the best of my knowledge and recollection.

RR 11/24/08