

**International and Exchange Student Center (IESC)
SEVIS Transfer Release Form**

F1 students who have been admitted to a new school in the U.S. must request a transfer of their SEVIS record from CSUN to the new school. To request a transfer of a SEVIS record, student must submit the following documents to IESC, via email to iescrequest@csun.edu:

1. **Completed SEVIS Transfer Release Form**—Do not leave any fields blank.
2. **Copy of your Acceptance/Admission Letter**

**Students are responsible for dropping their classes if they are currently enrolled at CSUN and they no longer wish to attend.*

STUDENT'S INFORMATION

Last Name: _____ First Name: _____

CSUN ID: _____ SEVIS ID: _____

U.S. Address: _____
(Street) (Apt#) (City) (State) (Zip)

Phone: _____ Email: _____

Check this box only if you are financially sponsored by your government.

NEW SCHOOL'S INFORMATION

Please contact the International Student Advisor at the new school if you need assistance with this section.

Name of the new school (as listed in SEVIS): _____

SEVIS School Code: _____ Admitted for: _____
(Session/Year)

Address of School: _____
(Street) (City) (State) (Zip)

Name and Title of DSO: _____ Phone: _____

Reason for Transfer: _____

STUDENT ACKNOWLEDGEMENT

(Please initial)

- _____ I acknowledge that all the information above is complete and correct.
- _____ I understand that the release of my SEVIS record will be delayed if any of the information required on this form is missing or inaccurate.
- _____ I understand that I must submit a copy of my acceptance letter to the IESC so that my SEVIS record can be released to the above school on the below mentioned release date.
- _____ I understand that if I am currently on OPT, transferring my SEVIS record prior to my OPT end date will automatically end my OPT.
- _____ If my plans change and I decide to transfer to a different school, or if I will not transfer at all, I will inform the IESC **before** my SEVIS release date; otherwise, no changes will be made after my release date.
- _____ I understand that I am responsible for dropping my classes if I am enrolled at CSUN for the current semester and I no longer wish to attend.
- _____ I understand that if I am a government sponsored student it is my responsibility to notify my sponsor of my transfer out request.

REQUESTED SEVIS RELEASE DATE (mm/dd/year): _____

**If you have questions regarding an appropriate release date, please contact your Foreign Student Advisor.*

Signature: _____ **Today's Date:** _____

FOR IESC USE ONLY

- Verified Current U.S. Address T.O. in SEVIS Deactivate PS I-20 Sent Transfer Email to Student
- Removed from Master Updated T.O. SPRDSHT Emailed sponsorship@csun.edu if student is sponsored by gov't

FSA's Name: _____ Date: _____