

SEVIS Release Request (Transfer Out)

Directions to transfer your immigration record to another school in the U.S.:

1. First you must apply to the new school and be accepted.
2. Complete all information on this form. Read section 'F' carefully and then sign the form.
3. Submit a copy of your acceptance letter and this form to the IP Office.
You can submit in person, by fax to 206-934-3868, or by email to your advisor or to SeattleCentral.Intl@seattlecolleges.edu.
4. An advisor will update your immigration record and release your SEVIS record to the new school. Your new school will then be able to issue an I-20. Or, we will contact you if there are any problems with your SEVIS record.

Please PRINT very clearly!

Student ID Number _____

Last (Family) Name _____

First Name _____

Middle Name(s) _____

I verify that I checked my contact information in MyCentral and:

- Everything is correct, **OR**, I have updated my address / phone number / email address

A. Last quarter of study at Seattle Central will be (circle one): Fall / Winter / Spring / Summer; YEAR: _____

B. When will you begin at the new school? Month & Day: _____ **Year:** _____

C. Are you currently authorized for OPT? (circle one) YES* / NO

*If yes, your last day of working in your OPT job *was* or *will be*: _____

*Also, update your job information AND your contact information in your SEVP Portal account.

D. Will you travel outside of the U.S. before beginning your studies at the new school? YES* / NO

*If Yes, please communicate carefully with both schools to ensure you will have a proper I-20 to show when returning to U.S.

*Travel dates: leaving U.S. on _____ and returning to U.S. on _____.

E. NEW SCHOOL INFORMATION – fill out completely:

School name _____

City or Campus Name _____

State _____

SEVIS code of the new school (please ask your new school) _____

Phone number for International Programs Office at new school _____


F. Read the following statements carefully, then sign at bottom. Talk to an advisor if any questions.

I authorize Seattle Central to release my record to the school named above. I also understand that:

- Once “released” (transferred), Seattle Central will no longer have access to my SEVIS record and cannot cancel my transfer.
- My SEVIS record will be released the day after the quarter ends; I will contact my IP advisor if I need a different release date.
- I must stop working (Campus job/OPT/CPT) before the release date.
- If traveling, I must re-enter the U.S. with the “Transfer-Pending” I-20 from my new school.
- If it is more than 60 days since the last day of my final quarter or OPT end date, my record can no longer be released.
- I may need my Seattle Central I-20 in the future and I should keep all old I-20s for my personal immigration record.
- If I fail to maintain F1 status before my SEVIS record is released, Seattle Central will cancel the transfer of my SEVIS record.

Student Signature _____

Date _____

 Next, fill out the Exit Survey on page 2 of this form. Thank you!

Exit Survey

- I am currently enrolled in (please circle):
College Transfer
Professional & Technical / Career Training
Short-Term Certificate
SCIE
Other

- Will you complete your program at Seattle Central before you leave? Yes / No

If No, then why?

- Where are you transferring? _____

Were you accepted to any other colleges/universities, different from the one you will transfer to? Yes / No

If yes, please list below:

1. _____
2. _____
3. _____

- In general, how satisfied were you with the advising services you received from International Education Programs? (please circle)

Very Satisfied Somewhat Satisfied Dissatisfied Very Dissatisfied

- Would you recommend Seattle Central College to friends or family who want to study in the United States?

Yes / No

Please comment:

Seattle Central College would like to keep in touch with its alumni. If you would like to part of the alumni network at Seattle Central, please give us your most permanent contact information where we might reach you in the future (for example, your parent's address and a permanent e-mail).

Address: _____

E-mail: _____

Tel: _____