

SEVIS Release Request (Transfer Out)



Directions:

1. To transfer to another school in the U.S., first you must apply to the new school and be accepted.
2. Make a photocopy of your acceptance letter from the new school for us.
3. Complete all information on this form, including your SEVIS ID number from your I-20. This form must be signed.
4. Submit the acceptance letter and this form to the IEP Office. You can submit in person, by fax to 206-934-3868, or by email to your advisor or to SeattleCentral.Intl@seattlecolleges.edu.
5. 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.

NOTE: If you fall out of status before your SEVIS record is released, we will cancel the transfer of your SEVIS record.

Please PRINT very clearly!		
Student ID Number	SEVIS Number	N
Last (Family) Name	First Name	Middle Name(s)
Phone Number	Email Address	
<p>A. Last quarter of study at Seattle Central will be (circle one): Fall / Winter / Spring / Summer; YEAR: _____</p> <p>B. Are you currently authorized for OPT? (circle one) YES / NO If yes, what is your OPT End Date? (expiration date on your EAD card) _____</p> <p>C. When will you begin at the new school? Month & Day: _____ Year: _____</p> <p>D. Do you plan to 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.</p> <p>E. NEW SCHOOL INFORMATION – fill out completely:</p>		
Full School Name		
Branch or City		State
SEVIS code of the new school (please ask your new school)		Phone number for International Programs Office at new school
<p>F. Read the following statements carefully, then sign at bottom. Talk to an advisor if any questions.</p> <p>I authorize Seattle Central to release my record to the school named above. I also understand that:</p> <ul style="list-style-type: none"> • 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 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 60 days have passed 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 (e.g. OPT application at univ.) and I should still <u>keep it</u> for my permanent 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!

This Section: Advisor & Office ONLY

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SEVIS Release Date: _____

Check: WireTr / FG? FG ends _____

HP (remove SV)

cc Finance

DB

fsa

email-1 RIs date

email FINAL

Exit Survey

- I am currently enrolled in (please circle):
College Transfer
Professional & Technical
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? 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: _____