

SEVIS Record Transfer Out Request Form

This form must be completely filled out to request a transfer of your SEVIS record. You must email it to Calvin’s immigration coordinator and include an attachment of your acceptance letter from the new school.

Student name (as it appears on your passport): _____

SEVIS ID (this is found on the top right of your I-20 and starts with “N”): _____

SEVIS School Code of the school where you will be transferring: _____
(check your new school’s website or contact their DSO if you cannot find their school code)

Will you be traveling outside the U.S. before enrolling at your new school? ____ Yes ____ No

If “yes,” on what date will you depart the U.S.? _____ (an estimate is okay)

On what date will you return to the U.S.? _____ (an estimate is okay)

Date you will begin classes at your new school: _____ (an estimate is okay)

Requested release date: _____

- The release date is the date on which your new school gains access to your SEVIS record. On that date, Calvin can no longer make changes to your immigration record. The new school can issue you an I-20 from this date.
- If you are currently on OPT, be sure to update the SEVP Portal with the last day you will be working.
- For students NOT applying for OPT, the release date must be no more than 60 days after your program end date.
- For students who apply for OPT, the release date must be no more than 60 days after the OPT end date printed on your EAD. It is okay to release the record before your end date.

Student attestation:

I understand that my OPT authorization ends on my transfer release date, even if this is earlier than my OPT end date.

I will notify Calvin’s immigration coordinator immediately if my plans change.

I have included a copy of the admission letter from my new school with this form.

Signed: _____ Date: _____