

# F-1 SEVIS TRANSFER RELEASE FORM

Last Update: 2/16/09



Admission to and enrollment in a new school or program requires that your SEVIS record be released by the 'old' school to allow the 'new' school to gain access to the record and issue a new I-20. In addition:

- Your SEVIS record can only be transferred to one school;
- The release must take place prior to the end of the 'old' program (including any grace period);
- The 'new' program must begin within 5 months of the completion of the 'old' program.
- You may remain lawfully present inside the US between programs;
- A valid F-1 visa with the old school listed can be used for reentry with the new school's I-20;
- Please allow 10 working days for the transfer of information to be completed.

Reason for your SEVIS release:

- Transfer out mid-program *\*requires a meeting with the Dean of Students.*
- Program transfer following degree completion
- Transfer following post-completion OPT authorization

Receipt of this form, in addition to a copy of your new school's admission letter, will activate the release of your SEVIS record from Grinnell College to the institution listed below.

Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Current Physical Address (if different from above) \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_@\_\_\_\_\_

Completion Date on current Form I-20 \_\_\_\_\_

Expiration of Current EAD Card (if applicable) \_\_\_\_\_

Current I-94 Number (top left corner of the small white card in your passport) \_\_\_\_\_

Name of *new* school: \_\_\_\_\_

Degree level & program: \_\_\_\_\_

Program Start Date (first day of classes at the new institution): MM/DD/YEAR \_\_\_\_\_

P/DSO Contact Person at *new* school:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**I request for Grinnell College to release my SEVIS record to the school listed above:**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Requested Transfer Release Date (TRD): \_\_\_\_\_

- *You may request a SEVIS Release in the future.*
- *TRD should be prior to the expiration of your current stay and prior to the first day of classes at the new school.*
- *TRD results in the termination of any current OPT authorization.*

**FOR OFFICE USE ONLY:** Place document in student's file.

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SEVIS updated on \_\_\_\_\_ by \_\_\_\_\_  
mm/dd/yyyy DSO Initials