



## Transfer Out Request Form

### Instructions

Please bring this form, your most current I-20, and your acceptance letter for the school to which you wish to transfer to the International Student Office so that we can transfer your record in SEVIS. Note that we CANNOT transfer any records without an acceptance letter.

### To be completed by student

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

SEVIS ID number: \_\_\_\_\_ Student ID number: \_\_\_\_\_

School you intend to transfer to: \_\_\_\_\_

School code for the school you intend to transfer to: \_\_\_\_\_

I intend to transfer to the above-named school for the \_\_\_\_\_ semester of \_\_\_\_\_ (year).

**In order to release your SEVIS record, Cambridge College must receive a formal acceptance letter from the institution to which you are requesting transfer. Have you received an acceptance letter from your transfer-in school?**

- Yes**, I have received an acceptance letter.
- No**, I have not received an acceptance letter. I understand that my record will not be transferred until I do.

### Release Date

Your release date is the date when your SEVIS record will be transferred to your new school. It should be the last date of the last term you attended Cambridge College. Release date requested: \_\_\_\_\_

Once your record has been released, you will need to visit your new school's International Office to obtain your Transfer Pending I-20. After you have registered for classes at your new school and begun your studies, you will need to obtain your Continued Attendance I-20 from your school's International Office.

**I hereby grant permission for my record to be transferred in SEVIS.**

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_



### For International Student Office use:

Transfer form sent to new school:  Fax: \_\_\_\_\_  Email \_\_\_\_\_

Date form sent: \_\_\_\_\_ Date transferred in SEVIS: \_\_\_\_\_ DSO initials: \_\_\_\_\_