

International Student and Scholar Services ♦ Florida International University

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REQUEST FOR RELEASE OF SEVIS RECORD FOR TRANSFER OUT PROCEDURE

All F-1 international students may only one record in the Student and Exchange Visitor Information System (SEVIS). If you wish to leave FIU and transfer to another school/academic institution, you must complete this form, which officially informs ISSS of your intent and allows us to update your SEVIS record for release to your new school. Please be informed and/or reminded of the following:

- An ISSS advisor will use the end date of the current semester at FIU as your transfer release date. Your new school will not be able to access your record or issue your new I-20 until after the transfer release date. You may request an earlier release date PROVIDED you (1) state the reason for the request and (2) attach supporting documents (e.g. a letter indicating a reporting date, advising date and/or testing date at your new school earlier than the end of the semester at FIU and/or letters from FIU academic advisor(s)/professor(s) verifying that you have already completed all academic work for the semester).
- If you decide to continue at FIU and not transfer out, you must notify ISSS BEFORE the transfer release date. ISSS will not have any access to your record once the transfer release date is reached.
- **This request releases your SEVIS record to the new school. In order to complete the transfer procedure, you must report to the new school's international office within the first 15 days of your initial term at that school.**

Please PRINT all information requested.

Student Last Name _____ First Name _____ Panther ID _____

Current U.S. Address: _____

City: _____ State: _____ Zip Code: _____ Phone #: _____

NEW Transfer in School Name: _____ **Campus:** _____

School Address: _____ **School SEVIS Code:** _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Initial Term at new school: _____ **Expected Start Date (MM/DD/YYYY):** _____

IMPORTANT: You MUST attach a copy of your admission letter from the new school.

Do you need a transfer release date before the end of the current semester at FIU? _____ YES _____ NO

If YES, state your requested release date: _____

*Do you need a transfer release date before the end of the your OPT? _____ YES _____ NO

If YES, state your requested release date: _____

***Your OPT employment authorization will terminate upon the release date and you may no longer work.**

Please read and sign: I authorize ISSS to update my SEVIS record for transfer and release my record to the above-named school by the current semester end date or earlier on the date requested above. I am aware that should I change my mind, I must notify ISSS before the transfer release date. Failure to do so will mean I may be required to attend the new school.

SIGNATURE

DATE

FOR ISSS USE ONLY:

SEVIS updated on _____ by _____ with transfer release date of _____
(Month/Day/Year) (ISSS advisor's initials) (Month/Day/Year)