

Transfer Out Request Form (SEVIS Release)



To transfer to another school in the United States, students must first APPLY to the new school and be ACCEPTED.

DIRECTIONS:

1. Submit a completed Transfer In Form from the new school, if required.
2. Complete ALL information on this Transfer Out Form, including SEVIS ID number. **This form must be signed.**
3. Submit a photocopy of your acceptance letter from the new school or a confirmation e-mail of your acceptance **AND** this Transfer Out Form. You can scan and e-mail all documents to cdoane@sebts.edu or bring them to Stealey Hall, room 202.
4. An advisor will update your immigration record and release your SEVIS record to the new school. Then your new school will be able to issue you an I-20.

STUDENT INFORMATION:

SID #: _____ SEVIS ID #: N _____ (Located in the upper right corner of your I-20)

FULL NAME: _____
Last (Family) Name First (Given) Name Middle Name (if applicable)

E-MAIL ADDRESS: _____ PHONE NUMBER: _____

My last semester of study at SEBTS is or will be: ☐ Fall ☐ Spring ☐ Summer Year: _____

Are you currently authorized for Optional Practical Training (OPT)?

If yes, what is your OPT end date? ____ / ____ / ____ (MM/DD/YYYY)

When will you begin at the new school: ☐ Fall ☐ Spring ☐ Summer Year: _____

When will you need your SEVIS record released? Release Date Requested: ____ / ____ / ____ (MM/DD/YYYY)

NEW SCHOOL INFORMATION:

SCHOOL NAME (AS IN SEVIS): _____

BRANCH/CITY: _____ STATE: _____

SCHOOL SEVIS CODE (REQUIRED): _____ (Please ask new school for this code if you do not know)

DESIGNATED SCHOOL OFFICIAL EMAIL: _____

*****Read the following statement carefully, then sign at bottom.*****

"I authorize the Southeastern Baptist Theological Seminary (SEBTS) International Student Office to release my record to the school named above. I understand my record will be released at the end of my last semester at SEBTS. If my last quarter has already ended, my record will be released shortly after the request is submitted, if eligible. If 60 days have passed since the last day of my final semester at SEBTS, my record can no longer be released.

I understand that once released, SEBTS will no longer have access to my SEVIS record and that SEBTS cannot cancel my transfer. I also understand that if I'm leaving the U.S. while my transfer is still pending, I must re-enter the U.S. with a new I-20 from the new school. I understand that after my SEVIS record has been released, I can no longer use my SEBTS I-20."

Student's Signature

Date