National College

Request for Release of SEVIS Record for Transfer Out Procedure

All students in F-1 (Student) status will have only one record in the Student and Exchange Visitor Information System (SEVIS). Only one college at a time can access a student's record. If you wish to leave National College and transfer to another college/institution, you must complete this form, which officially informs us of your intent and allows us to update your SEVIS record for release to your new college. Please be informed and/or reminded of the following:

- Though you may have applied to several colleges, a Designated School Official (DSO) can specify only ONE college to which you plan to transfer.
- A DSO will (1) update your record in SEVIS for a "Transfer out," (2) specify name of transfer college you indicate below, and (3) specify a transfer release date.
- The DSO will use the end date of the current term at National College as your transfer release date. Your new college will not be able to issue you a SEVIS I-20 until the transfer release date.
- If you decide to continue at National College and not transfer out, you must notify the DSO **before** the transfer release date. The DSO will not have any access to your record once the transfer date is reached.
- This procedure is only for release of your SEVIS record to transfer out to a new institution. You must still complete a School Transfer procedure at your new college within 15 days from the end of registration for your initial term there.

Please print all information requested:

_____ _____

Last Name **First Name** **Date of Birth (MM/DD/YY)**

SEVIS#: N_____

Transfer College Name (and Designated Campus, if applicable):

_____

College Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Initial term at new college: _____ Start Date (Month/Day/Year): _____

Last date of enrollment at National College: _____

Please read and sign: I authorize National College to update my record to initiate a transfer out procedure and release my record to the college named above. I am aware that should I change my mind, I must notify National College before the transfer release date to cancel the transfer. I attest that the information provided above and documented, as applicable, is true and valid.

_____ _____

Signature **Date**