

International Student and Scholar Services ♦ Florida International University

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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 school at a time can access a student's record. 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:

- ISSS will (1) update your record in SEVIS for a "transfer out", (2) specify the name of the transfer school you indicate below and (3) specify a transfer release date.
- 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 to 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 procedure is only for the release of your SEVIS record to the new school. In order to complete the transfer procedure, you must report to the new school within the first 15 days of your initial term at that school.**

Please PRINT all information requested.

Last Name First Name Panther ID

Current U.S. Address: _____

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

Transfer School Name: _____ **Campus:** _____

Transfer School Address: _____

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: _____

State reason (attach supporting documents to this request): _____

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. I attest that the information provided above and documented, as applicable, is true and valid.

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)