SamfordGlobal

SAMFORD UNIVERSITY
International Students & Scholars Services
— BIRMINGHAM —

SEVIS Transfer OUT Form

For students transferring FROM Samford University TO another US educational institution

FORM INSTRUCTIONS:

Are you eligible to transfer your SEVIS record to another school?

- You must currently be maintaining F-1 status
- You must have an offer of admission from a new school
- If you have already graduated or completed OPT, you must still be within your 60 day grace period
- The start of classes at your new school must be within 5 months of one of the following:
  - Academic program completion at Samford
  - OPT authorization end date
  - The requested SEVIS I-20 transfer release date (for student not completing the OPT period)

For Samford to release your SEVIS record, provide the following to the Immigration Specialist at Samford by email. **(alatterm@samford.edu)**

- Proof of acceptance to the new school (Admission letter, must include the entry term)
- Completed Transfer Release Form (Page 2 of this document)
- Transfer Form from new school (If they have a form)
- Copy of your current Form I-20 and Form I-94

Setting your SEVIS Transfer Release Date

The SEVIS transfer affects your F-1 benefits, including employment, travel, and I-20 validity. Make sure to discuss your options for setting the SEVIS transfer release date with your DSO. The DSO will release your record and contact the DSO of your new institution notifying them of the release. After the release date, contact the DSO at the new school to make arrangements for receiving your new I-20.

SamfordGlobal

SAMFORD UNIVERSITY
International Students & Scholars Services
— BIRMINGHAM —

SEVIS Transfer OUT Form

For students transferring FROM Samford University TO another US educational institution

Student Information:

Last Name: _____ First Name: _____

Date of Birth: _____ Phone: _____

SEVIS ID Number: _____ Email: _____

New University Information:

Does your new University have a transfer IN form? ◯ Yes ◉ No

If yes, please attach their form in your email with this form. You do not have to fill out the rest of the University Information or the School Official Information sections of this form.

If no, please continue filling out this form, and please confirm the transfer release date with your new university's School Official.

Institution Name: _____

Address: _____
Street City State Zip

SEVIS School Code: _____

Term of Admission: ◯ Fall ◯ Spring ◉ Summer Year: _____

School Official Information:

Name: _____ Title: _____

Email: _____ Phone: _____

SEVIS Release Date:

Before choosing a SEVIS Release Date, please consider the following guidelines:

- If you are employed (CPT, OPT, or on-campus), you must end employment by the day **before** the Release Date.
- If you have completed a degree program, you must choose a release date before the end of your 60 day grace period.
- If you are on post-completion OPT, you must choose a release date before the end of your 60 day grace period.
- If you plan to travel before starting your studies at your new school, please speak with your Immigration Advisor prior to selecting a SEVIS Release Date.

Please release my SEVIS record on the following date: _____ *(mm/dd/yy)*