

SEVIS Record Transfer Out Request Form

This form must be filled out and submitted to SPC ISS, along with a copy of the admission letter to your transfer-out school, to request the transfer of your SEVIS record to your new school. After your SEVIS record is transferred to your new school, Saint Paul College can no longer make changes to your SEVIS record or Form I-20, and your new school can issue your new Form I-20.

Student Information

Student Name: _____

SPC Tech ID/Student ID: _____

SEVIS ID: _____

Transfer-Out Request

Transfer-Out School Name: _____

SEVIS School Code of the school you are transferring to: _____

Check the new school's website or contact the school's DSO if you cannot find their school code.

Requested SEVIS release date: _____

This is the date your SEVIS record will release to the new school. As of the release date, Saint Paul College will no longer have access to your SEVIS record and your new school will have access to your record to create your new Form I-20.

- If you have **completed your degree program** at Saint Paul College, your requested release date must be no later than 60 days after the last day of your final term.
- If you are **completing your post-completion OPT**, your requested release date must be no later than 60 days after the last day of your OPT.

Student Attestation:

___ I have included a copy of my **admission/acceptance letter** to my transfer-out school along with this form.

___ I understand that if I am currently authorized for OPT, my OPT authorization ends on my transfer release date, even if this is earlier than my OPT end date.

___ I understand that I will no longer be authorized for any on-campus employment, Curricular Practical Training (CPT), or any other work authorization obtained through my F-1 status at Saint Paul College after my transfer release date.

___ I understand that the transfer of my academic credit is a separate process. [More information can be found here.](#)

Student Signature: _____

Date: _____

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