



## SEVIS Transfer Request Out Form

This form must be submitted to [iss.application@stevens.edu](mailto:iss.application@stevens.edu) with a letter of acceptance to your new school. You should also provide your new school's transfer-in form if one has been given to you.

### TRANSFER INFORMATION

Family Name:	Given Name:
Stevens ID:	SEVIS ID:
E-mail:	Phone Number:

Name of New School:

New School SEVIS Campus Code:	New School Program Start (Semester & Year):
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Current Program Status (circle one):    Mid-Program    Graduated    Post-Completion OPT    STEM OPT

Current Status End Date: \_\_\_\_\_

If you are a Mid-Program Student, enter your most recent semester end date

- ◆ If you are a Graduated Student, enter your program end date listed on your I-20
- ◆ If you are on Post-Completion OPT or STEM OPT, enter the end date listed on your EAD Card

SEVIS Transfer Release Date: \_\_\_\_\_

- ◆ Mid-Program/Graduated Students: The earliest date your record may be released is the end of the current term. If you have not completed your studies at Stevens yet, your SEVIS Record release should be one day after the current semester end date, even if it is in the summer.
- ◆ OPT/STEMOPT Students: You should request for your record to be released the day after you intend to stop working. Once your SEVIS Records are released to your new school, your OPT/STEM OPT Period will be deactivated.

Statement of Understanding: *I understand that:*

- ◆ On the release date, the responsibility for my SEVIS record transfers to my new school. Stevens Institute of Technology may not access my record in any way.
- ◆ Should my plans change, I will contact Stevens Institute of Technology *prior to* the release date or my new school after the release date.
- ◆ If I am engaging in Optional Practical Training after completion of studies, I know that my work authorization automatically ends on the date my SEVIS record is released to my new school regardless of the dates indicated on my EAD (Employment Authorization Document). Should I continue to be employed on OPT after the release date it would be a violation of my F-1 status.
- ◆ I must pay any remaining tuition balance to Stevens Institute of Technology before I will be able to receive an official transcript.
- ◆ I must obtain a new Form I-20 from my new school as soon as possible after the release date. My old I-20's must be retained as records. Should I wish to travel, I must use my new school's I-20 to reenter the U.S.
- ◆ I am required to enroll full time at my new school by the program start date on my new Form I-20.
- ◆ I am required to report to the Designated School Official at my new school not later than 15 days after my program start date.
- ◆ It is my responsibility to drop any courses which I do not intend to complete at Stevens. I understand that the transfer of my SEVIS record does not cause my courses to be dropped, and I will be held financially responsible for any courses that are not dropped before the first day of class for the semester.

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Signature

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Date