

REQUEST FOR RELEASE OF SEVIS RECORD FOR TRANSFER OUT PROCEDURE

If you have decided to leave NSU and transfer out your SEVIS record to another school/academic institution, you must complete this form, which informs the Office of International Students & Scholars your official intention to release your SEVIS record to another school.

Please be informed that we need the following information before processing the transfer:

- (1) Last day of class or last day of OPT
- (2) Acceptance letter from institution your record will be "transferred out" to
- (3) Specify the name and SEVIS Code of the transfer school you indicate below
- (4) Specific day you want your I-20 to be released (transfer out)

IMPORTANT: If you decide to continue studies at NSU and not transfer out, you must notify the Office of International Students & Scholars BEFORE the transfer release date. Our office will not have any access to your record once it has been transferred out

Please PRINT all information requested.

_____ Last Name _____ First Name _____ NSU Student ID

Transfer School _____ **SEVIS CODE:** _____

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 the admission letter from the new school.

I-20 requested release date: _____

State reason why you are leaving NSU (Required):

Please read and sign: I authorize the Office of International Students & Scholars to release my SEVIS record to the above-named school. I am aware that should I change my mind, I must notify OISS before the transfer release date. I attest that the information provided above and documented, as applicable, is true and valid.

SIGNATURE _____ DATE _____

FOR OISS USE ONLY:		
SEVIS updated on _____	by _____	with transfer release date of _____
(Month/Day/Year)	(OISS advisor's initials)	(Month/Day/Year)