

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 _____ 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 the admission letter from the new school.

I-20 requested release date: _____

State reason why you 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)