

## SEVIS TRANSFER RELEASE FORM

Revised 11/17

**Receipt of this form, in addition to a copy of your new school's admission letter and any SEVIS form required by the new institution, will activate the release of your SEVIS record from The College of Wooster to the institution listed below.** Your SEVIS record can only be transferred to one school. Once processed, the new school will gain access to your SEVIS information and will issue a new I-20.

Name: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ email: \_\_\_\_\_

Graduation Date on current Form I-20 \_\_\_\_\_

Name of *new* school: \_\_\_\_\_

Degree level & program: \_\_\_\_\_

P/DSO Contact Person at *new* school: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Email address \_\_\_\_\_

Program Start Date (first day of classes at the new institution): \_\_\_\_\_

**I request for The College of Wooster to release my SEVIS record to the school listed above:**

Requested Transfer Release Date: \_\_\_\_\_

- This date should be prior to the expiration of your current stay and prior to the first day of classes at the new school.
- This date results in the termination of any OPT authorization.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY:** Place document in student's file.

SEVIS updated on \_\_\_\_\_ by \_\_\_\_\_  
mm/dd/yy PDSO Initials