VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY --GRADUATE SCHOOL
REQUEST FOR SEVIS TRANSFER OUT RECORD RELEASE

If you wish to leave Virginia Tech and transfer to another school/academic institution, you must complete this form, which officially informs IGSS of your intent and allows us to update your SEVIS record for release to your new school.

Please be informed of the following:

- All students in F-1 or J-1 (student) status can have only one record in the Student and Exchange Visitor Information System (SEVIS).
- Only one school at a time can access a student's record.
- Though you may have applied to several schools, you will need to specify ONE school to which you plan to transfer.
- We will use end date of current semester/term at Virginia Tech as your transfer release date. Your new school will not be able to issue you a SEVIS I-20 or DS-2019 or access your record until the transfer release date. You may request an earlier release date PROVIDED you (1) state the reason for the request and (2) attach supporting documents (Acceptance letter including reporting date, advising date and/or testing date).
- If you decide to continue at Virginia Tech and not transfer out, you MUST notify IGSS BEFORE the transfer release date. IGSS will not have access to your record once the transfer date is reached.
- This procedure is only for release of your SEVIS record to the transfer school. You must still complete the transfer procedure by reporting to and registering at your new school.

Please PRINT all information requested. Attach a copy of your admission letter to the other school, and a copy of your most current I-20 or DS-2019 form.

_____ _____
Last Name First Name Date of Birth (MM/DD/YY)

VT ID #_____ SEVIS #: _____

Information about the school to which you are transferring:

Official SEVIS School Name: _____ Campus: _____

School Code # in SEVIS_____

School Phone #: _____School Fax # :_____ Email: _____

Initial term at new school: _____ Expected start date (MM/DD/YY): _____

Are you currently employed on campus at Virginia Tech? _____Yes _____No Are you on OPT? _____ Yes _____ No

Who is the employer and when does the employment end? _____

What date do you want your record released? _____

Please read and sign: I authorize the IGSS to update my SEVIS record for a transfer out and release my record to above named school either by current semester/term end date or earlier, as requested above. I am aware that, should I change my mind, I must notify IGSS before the transfer release date. Once the transfer release date has been reached, Virginia Tech will no longer have access to my SEVIS record and will not be able to process any immigration benefits (i.e. OPT, CPT) on my behalf.
In addition**, I understand that I cannot work on or off campus after my records are released**. I attest that the information provided above and documented, as applicable, is true and valid.

_____
SIGNATURE DATE EMAIL

FOR IGSS USE ONLY: Original form and all supporting documents submitted must be retained in student's IGSS file.

SEVIS updated on _____ by _____
(MM/DD/YY) (IGSS Advisor Initials)

with transfer release date of _____ SBGI College Code # for GOAINTL_____
(MM/DD/YY)