

**UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG
OFFICE OF ADMISSIONS & RECORDS**

**REQUEST FOR RELEASE OF SEVIS RECORD
FOR TRANSFER OUT PROCEDURE**

All students in F-1 (Student) status should have only one active record in the Student and Exchange Visitor Information System (SEVIS). This active record can be accessed only by your current school as listed on the I-20. If you wish to transfer from USF St. Petersburg to another school/academic institution, you must complete this form and submit it to the Office of Admissions & Records with a copy of your acceptance letter.

Please be informed and/or reminded of the following:

- Though you may have applied to several schools, an Admissions & Records Advisor may specify **only ONE school** to where you plan to transfer. **Do not complete this form until you are positive you are transferring to the new school.**
- Admissions & Records will update your record in SEVIS for a “Transfer Out” to the transfer school you indicate below.
- **If you later decide to continue at USF and not transfer out, you MUST notify Admissions & Records BEFORE the transfer release date. Admissions & Records will not have any access to your record once transfer date is reached.**
- This procedure is only for release of your SEVIS record to transfer out. You **must** still report to your new school within 15 days from the end of registration for your initial term to complete a School Transfer procedure.

Please PRINT all information requested.

Full Legal Name: _____

U Number: _____ SEVIS # _____

Transfer School Full Name: _____

School Address: _____

Expected Start Date (Mon/Day/Yr) and Semester at Transfer School: _____

Admissions & Records will use the **end date of the current semester at USF St. Petersburg as your transfer release date.** Your new school will not be able to issue a SEVIS I-20 until the transfer release date.

You may request an earlier release date to accommodate travel outside the United States but please be aware that **ALL EMPLOYMENT AT USF MUST CEASE UPON RELEASE OF YOUR RECORD TO THE TRANSFER SCHOOL.**

If you need a transfer release date before the end of the current semester at USF St. Petersburg, please state the reason for your request and your requested release date: _____

Please read and sign: I authorize Admissions & Records to update my SEVIS record for a transfer out procedure and release my record to above-named school by current semester/term end date or earlier on date requested above. I am aware that should I change my mind, I must notify Admissions & Records before transfer release date. **Failure to do so will mean I will be required to attend the new school.** I attest that the information provided above and documented, as applicable, is true and valid.

SIGNATURE

DATE

FOR ADMISSIONS & RECORDS USE ONLY: Original form and all supporting documents submitted must be retained in student’s Admissions & Records file.

SEVIS updated on _____ **by** _____ **with transfer release date of** _____
(Month/Day/Year) (Admissions & Records Advisor’s initials)