



International Student Office

Authorization of Release SEVIS Record

All F-1 students 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. If you are planning to transfer and have been accepted, you must complete this form to officially inform the International Student Office (ISO) of your intention to transfer. Please be aware of the following:

- You are allowed to apply for admission to as many schools you want to, but the ISO can only transfer your SEVIS file to ONE school.
The ISO will: 1.) Update your SEVIS file for “Transfer out”, 2.) Specify the name of transfer school, 3.) Specify date file will be released.
The ISO advisor will use the current semester end date as your transfer release date. Your new school will not be able to issue you a SEVIS I-20 until the transfer release date.
If you decide to continue at Seminole State College and not “transfer out”, you MUST notify the ISO advisor before the transfer release date. The ISO will not have any access to your record once the transfer date is reached.

Please PRINT the following information

Last Name First Name Birthdate (MM/DD/YYYY)
SEVIS I.D. #:N
School Name: Campus:
School Address: City:
State: Zip Code: Phone #:
Expected Start Date (MM/DD/YYYY):

Please read and sign: I authorize the ISO to update my SEVIS file for a “transfer out” procedure and release my file to the above named school by current end date or earlier on date requested above. I am aware that if I change my mind, I must notify the ISO before the transfer release date.

Print Name Signature Date (Month/Date/Year)

***** FOR THE ISO USE ONLY *****

Original form and all supporting documents submitted must be retained in student’s ISO file.

SEVIS update on (Month/Date/Year) by (Advisor Initials) with transfer release date of: (Month/Date/Year)