

INTERNATIONAL EDUCATION CENTER

TRANSFER OUT FORM Request for Release of SEVIS Record

All students in F-1 (Student) status will 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 wish to leave FSW and transfer to another school/academic institution, you must complete this form, which officially informs us of your intent and allows us to update your SEVIS record for release to your new school. Please be informed and/or reminded of the following:

- Though you may have applied to several schools, a Designated School Official (DSO) can specify only ONE school to which you plan to transfer.
- o A DSO will (1) update your record in SEVIS for a "Transfer out", (2) specify name of transfer school you indicate below, and (3) specify a transfer release date.
- The DSO will use the end date of current semester/term at FSW 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 Florida SouthWestern State College and not transfer out, you must notify the Center for International Education BEFORE the transfer release date. FSW will not have any access to your record once the transfer date is reached.
- o This procedure is only for release of your SEVIS record to transfer out to a new institution. You must still complete a School Transfer procedure at your new school within 15 days from the end of registration for your initial term there.

Please PRINT all information required below:

Last Name	First Name	Date of Birth (Month/Day/Year)
SEVIS #: N	FSW ID #:	
Transfer School Name(a	and Designated Campus, if a	applicable):
Transfer School SEVIS	Code:	
Transfer School Address	s:	
City:	State:	Zip Code:
Phone Number:	Fax Number:	
		rt Date(Month/Day/Year):
Last Date of enrollment	at FSW:	
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