



This form is used to notify the DSO of an impending transfer of your immigration record to another U.S. institution. Upon release of your immigration record to the new institution, the new institution will be able to create an I-20 for you. After release of your immigration record, our office will no longer have access to your record. To be eligible for a transfer, you must have been accepted into the new school. Do not request the transfer if you have not yet been accepted.

Note: You must show proof of acceptance to your new school. It is not possible to cancel the transfer after the release date

Student Information

Name: _____ Student ID: _____
Last First Middle

Email: _____ SEVIS ID Number: _____

Address: _____ Phone: _____
City State Zipcode

New School Information

Name of New School: _____

Address: _____ Phone: _____

SEVIS School Code: _____ (Please request this info from your new school's International Student office)

Have you been accepted into this school?

- Yes, I confirm that I have been officially accepted into the new school listed above and have received an official acceptance notification from the new school.
- No, I have not yet been accepted to the new school.

Semester: _____ Semester Start Date: _____

Will You be Traveling Outside of the U.S. Before Starting at Your New School? Yes No

SEVIS Transfer Request

Will You be Completing Your Program at Santiago Canyon College?

- Yes, I will have completed an associate degree at SCC before transferring my SEVIS record.
- No, I am transferring my record before I complete my degree at SCC.

SEVIS Release Date: _____

If you are graduating, the release date you choose below should not be before the end of your last term at Santiago Canyon College. This is the date your new school will have access to your record. Students on OPT: The release of your SEVIS record will cancel the remainder of your OPT authorization as of the date requested above. Please contact your adviser if you have questions. F-1 Students: You must begin classes in another full-time program within 5 months of your I-20 program end date or the end of your OPT to remain in status.

Attached Documents (Most schools require you to provide a transfer-in form that is completed by the International Student Office. If your new school requires an SCC DSO to complete a form verifying your status, please attach a copy with this form.)

- New School's Transfer-In Form (If Applicable): Attached Will submit later Not required
- New School's Acceptance Letter (Required): Attached Not attached

By submitting this form, you are confirming that you are eligible for the SEVIS transfer and understand that your SEVIS record will be transferred to the institution above on the date above. Any benefits of your student status with Santiago Canyon College, such as OPT or on-campus employment, will effectively end on that date. After the transfer release date, all immigration advice must be provided by your new school.

Student Signature

Date