Pacific Union College

TRANSFER OUT REQUEST

This form is to be completed by international students in F-1 status who wish to have their SEVIS record transferred from Pacific Union College to another U.S. SEVP-approved educational institution.

To be completed by the International Student

Name: __________________________ Date: __________________________

Please print

SEVIS ID number: __________________________ Cell phone number: __________________________

Email address: __________________________

To transfer from PUC to another school in the U.S., the student must first apply and be accepted to the new school. After receiving acceptance, this completed Transfer Out Request form is to be submitted along with a copy of the admission offer letter or email from the new school. Only one school is to be designated to transfer the SEVIS record. The "release date" is the date that PUC loses access to the student's SEVIS record and the new school gains access to the SEVIS record. This date should be at the end of the student's final enrolled quarter at PUC. Please note: after the release date has arrived, PUC will no longer have access to the student's SEVIS record, so request a transfer only after school plans are certain. Also note that travel outside the U.S. or work on campus using a PUC I-20 form after the release date has arrived is not permitted. The student is responsible for contacting the new school to arrange receipt of the new Form I-20.

Transfer school name: __________________________________________________________________________

Last day of studies at PUC: __________________________ SEVIS release date: __________________________

On the SEVIS release date:

1. PUC will no longer have access to your record to make any changes.
2. On-campus jobs and OPT end.
3. The new school will be able to issue a new Form I-20 for you.

Do you need a transfer release date before the end of the current quarter? ______ Yes ______ No

If "yes", please indicate reason for early release date. Please attach documentation (such as an acceptance letter showing that you must report to your new school before the end of your current quarter at PUC) which supports your reason. Reason: ________________________________________________________________________________

I hereby confirm that:

1. I have maintained valid F-1 visa status since my arrival at PUC.
2. I am not enrolled in any future classes at PUC.

I understand the rules stated above and request my SEVIS record be released to the school indicated above. I will contact PUC's international student advisor prior to the SEVIS release date if I decide not to transfer to the institution listed above. I also understand that a SEVIS release date earlier than my current OPT expiration date will cancel OPT employment authorization, even if the EAD card is not yet expired. I authorize PUC to verify the above information and to provide the school I am transferring to with this additional information, if requested.

Signature: __________________________ Date: __________________________
We understand that ___________________________________________ has been accepted to your institution. Please complete the section below and fax the completed form to the number indicated below. Thank you.

Name of institution as it appears in SEVIS: ____________________________________________________________

SEVIS school code: ____________________________________________________________

Address: ______________________________________________________________________________________

Telephone number: _________________________ Fax: _________________________

Student’s program start date: ____________________________

Name of DSO/school official and title: ____________________________________________________________

Signature: __________________________________ Date: __________________________