

PACIFIC UNION COLLEGE

SEVIS Transfer Instructions

For students transferring their SEVIS record to Pacific Union College (PUC)

INSTRUCTIONS TO STUDENT: Complete the question below and provide this form to an international student advisor (designated school official) at your current school. You will also need to provide your current school with a copy of your PUC admission letter.

To be completed by the Student:

Your Name (as shown on passport): _____

Your SEVIS ID: N_____

Requested transfer release date¹ of your record to PUC: ____ / ____ / ____
mm dd yyyy

¹Work with your current school on choosing a transfer release date. PUC requires your record no later than the following:

Fall Quarter start: Early September prior to the start of classes

Winter Quarter start: Mid to late-December prior to the start of classes

Spring Quarter start: Early to mid-March prior to the start of classes

INSTRUCTIONS TO INTERNATIONAL STUDENT ADVISOR: The above named student is requesting to transfer their SEVIS record to Pacific Union College (PUC). **Please see the statement below before transferring this student's record. This form does not need to be returned to PUC or to the student.**

By initiating the transfer of this student's record within SEVIS, you confirm that all of the following statements are true.

1. This student has shown you acceptable proof of admission to Pacific Union College.
2. This student is currently maintaining valid F-1 status at your institution per DHS regulations.
3. This student's SEVIS record is currently in ACTIVE status.

If all the statements are true, please proceed with the transfer; no written or verbal confirmation with our office is necessary. If any of the statements above are not true, please do not transfer this student's record. Instead, please email isa@puc.edu with specific information about this student's situation so we may determine the next course of action.

PUC's SEVIS School Code: SFR214F00598000

PUC's Campus Site Name: Pacific Union College

If you have any questions, comments, or concerns about this transfer or this student, please email isa@puc.edu.

Pacific Union College | Student & Spiritual Life | International Student Advisor
isa@puc.edu Telephone: 707.965.7362 Fax: 707.965.7386