



International Student Services Office
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SEVIS TRANSFER-OUT FORM

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

Steps:

1. Complete and submit this form, along with a copy of the acceptance letter by the school to which you intent to transfer. (**Completion of this form authorizes Lamar University to release your SEVIS record to the Institution indicated in this form.**)
2. The “new” school will issue an I-20 to you after the release date that you indicate below. (Provided that you have completed the other admission requirements).

Please note:

- Although you may be applying to multiple new schools, Lamar University may indicate only **one** transfer school in SEVIS
- If you decide to cancel your school transfer, you must notify the International Student Services **before** your transfer release date—once the transfer release date has been reached, Lamar University will not longer have access to your SEVIS record.

TO BE COMPLETED BY THE STUDENT:

Are you admitted to the school you want to be transferred to?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you in legal status and have followed the federal regulations according to your visa type?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your Lamar University academic tuition account paid in full?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are not admitted to the new school OR not in legal status, you cannot be released in SEVIS.	
If you have been admitted to the new school and in legal status, but you tuition account at Lamar University is not paid in full, you cannot be released in SEVIS.	
Student=s Name: _____	LU ID # _____
SEVIS #: _____	Date of Birth: Mo _____ Day _____ Yr _____ Visa Type: _____
Current Address: _____	City _____ State _____ Zip _____
Email Address: _____	Telephone No: _____
Name of University to which you are requesting to be released:	
_____	City _____ State _____
School=s SEVIS Code: _____	
Campus: _____	
Semester you plan to enroll	
at new University: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____ SEVIS Release Date: _____	

*** Guidelines for choosing your release date:**

- If you are currently enrolled at Lamar University, and you plan to enroll at the new university in the next available semester, you should consider the following:
- The release date should be no later than the first class day at the new university.
- You can only work at the university that controls your SEVIS Record. You cannot work at Lamar University once classes begin at the new university or your release date arrives, whichever comes first.
- Once the semester ends at Lamar University and you leave the U.S., you must reenter the U.S. on the new school=s I-20 and stop working at Lamar University.
- If you are currently on OPT, the release date should be the same date as the expiration date of your EAD card, unless you wish to begin your program sooner. Chose the date you plan to stop working and resume your degree program.
- **For current students:** AI understand that I will no longer be eligible for on-campus employment following the release date, noted above. I understand that if I leave the U.S., I should not re-enter the U.S. on Lamar University=s I-20 or DS-2019.@
- **If you are requesting a transfer following OPT:** AI understand that I will no longer be eligible to work, using the EAD card, following the release date. If there is any remaining time on the EAD card, I understand that I will forfeit any remaining time.@ [1] You must also submit a letter from any employers while on OPT, stating your job title, dates of employment, whether it was full or part-time, and that the position was commensurate with your degree level and directly related to your major field of study (employer must specifically list major and level of degree). [2] If you were not employed any time while on OPT, please write a letter ATo Whom It May Concern:@ that states that you were not employed at any time while you were on OPT.

AState law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected of no charge to you.@

I certify that all of the above information is correct and true. I authorize ISSO to release my SEVIS Record. If I do not transfer, I must inform ISSO immediately.

Signature of Student/Applicant

Date (month/day/year)

FOR OFFICE USE ONLY: *(Do not write down this line)*

I certify that the student's SEVIS record has been transferred to the institution indicated by the student in this form.

P/DSO Signature

SEVIS Released Date