

Transfer OUT - SEVIS Release Form

Transferring your SEVIS (immigration) record and academic record to a new school are two separate processes. As an F-1 visa holder you have a SEVIS record and only one U.S. institution has access to it at any time. If you plan to transfer **from UMSL to another school**, or if you are currently on **Optional Practical Training (OPT)** you must complete this form to confirm with UMSL Global that you have been fully admitted to the new school and are prepared to have your SEVIS record released to them. Upon receipt of this release form, we will update your SEVIS record, giving the new school access to your record. You may be applying to many schools, but your SEVIS record can only be transferred to ONE school. Once we transfer your record out to the school listed below, we CANNOT retrieve it after the release date, and you will have to contact that school to determine their transfer policies. Your transfer release date will be the end of the current semester unless otherwise requested for a valid reason.

****The new school cannot issue you an I-20 until your SEVIS record is transferred. ****

This form must be fully completed and submitted via email to lenka.garimella@umsl.edu along with: **New School Admission Letter**

Name: _____ **UMSL Student ID#:** _____
FAMILY/LAST NAME(S) Given/First Name(s)

Email address: _____ **Phone#** _____

Current Local Address in the U.S.: _____

SEVIS ID#: _____ **Program End Date listed on your most recent I-20 or DS-2019?** _____
Can be found on your I-20 form (upper left corner 1st page - it starts with N) (MM/DD/YYYY)

Did you complete the degree program listed on your current I-20 or DS-2019? YES NO

Last semester you enrolled in or completed at UMSL? Fall _____ Spring _____ Summer _____
(YYYY) (YYYY) (YYYY)

Are you currently on OPT or Academic Training? (SEVIS transfer date will end ANY work authorization) NO YES Last day of work: _____
(MM/DD/YYYY)

Are you currently in good F-1 or J-1 status? YES NO If no, please explain: _____

Are you eligible to continue at UMSL? YES NO If no, please explain: _____

Name of the institution you are transferring to: _____ Phone# _____

Address: _____
Contact information for the equivalent of International Office on your new campus

SEVIS Campus Code of your new institution: _____
This code is provided by Admissions/International Office at the new institution and it is not to be confused with your SEVIS ID#

Term of admission at your new transfer institution: Fall _____ Spring _____ Summer _____
(YYYY) (YYYY) (YYYY)

Requested transfer release date: _____ Are you leaving the US during this transfer process? NO YES
(Usually the end date of current semester)

If yes, what are dates of your travel: _____
(MM/DD/YYYY)

Reason for Transferring (Your feedback helps us make positive changes, and will not be used against you in any way)

- | | |
|---|--|
| <input type="checkbox"/> Starting a new level of program (ex. Bachelors to Masters) | <input type="checkbox"/> Financial difficulties/Scholarships |
| <input type="checkbox"/> Location | <input type="checkbox"/> Other (Please briefly explain) |
| <input type="checkbox"/> Quality or difficulty of program | |

Continued:

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Student Acknowledgement Statement:

My signature below confirms that:

1. _____ I request and give my permission for the University of Missouri-St. Louis to release any necessary information to determine my eligibility for transfer as addressed by 8CFR214.2(f)(8) to the institution indicated on this form.
2. _____ I understand that the release of my SEVIS record cancels any on-campus or off-campus employment authorization issued by UMSL. I understand that I CANNOT continue to work on the UMSL campus after the transfer release date.
3. _____ **All outstanding bills at UMSL must be paid.** Contact the [Cashier's office](#) with questions.
4. _____ I am responsible for making sure all my classes are dropped. Contact your academic department for instructions. If I do not drop these courses, I will be billed and I am expected to submit payment.
5. _____ I will notify Housing & Dining or my landlord of your plans to leave UMSL.
6. _____ I must begin my studies within five months of ceasing your studies at UMSL or within five months of the expiration date of my EAD card if I am currently participating in OPT (Optional Practical Training).
7. _____ I understand UMSL Global must release my SEVIS record to the new institution no later than 60 days from the completion of my studies or the expiration of your EAD card.
8. _____ If on OPT, I understand that my OPT will be terminated on the release date and I can no longer work after that date.
9. _____ I understand that if I change my mind about transferring, I must contact UMSL Global immediately to cancel this request.
10. _____ I understand that ON or AFTER the release date, I cannot change this request in any way.

By completing and signing this form, you give permission to UMSL Global to release your SEVIS record to institution indicated on this form.

Signature: _____ Date: _____
If submitting electronically, please type your name or use Adobe signature (MM/DD/YYYY)

In case your new institution requires you to submit any transfer in forms, questionnaires prior to your admission, feel free to share with them this completed form and the message below:

Message for Designated School Officials:

UMSL Global no longer requires fellow DSO/ROs to complete and return transfer forms and doesn't have the capacity to process additional Transfer forms/Questionnaires and F-1 eligibility requests by other institutions.

- We will not release SEVIS record in terminated/completed status without consulting first with you.
- We trust our students to communicate to you correctly their SEVIS ID#, for any other benefits of their visa status, we encourage you to review their SEVIS history at the time students request them (CPT, OPT, RCL etc.)
- Please understand that UMSL Global cannot share with you student's GPA or their financial difficulties. In general, if students have outstanding balance on their account, Cashier's office at UMSL places hold on their account and students are unable to retrieve their transcripts.
- If the student listed above is in active status, we will release the student's SEVIS record on the appropriate date after we receive this form completed by student and letter of acceptance from your institution. If the student indicates they will be traveling outside the US before starting at your institution, we will work with them to facilitate SEVIS transfer at the earliest, when at all possible.
- Please accept the SEVIS transfer in your Student Lists Queue as proof that a transfer has been done.

Thank you for your understanding.

UMSL Global DSO team