



**Center for Global Education & Field Study**  
 International Student & Scholar Services (ISSS)  
 14 East Cache La Poudre Street  
 Colorado Springs, CO 80903  
 Tel: (719) 389-6024  
 Email: [iss@coloradocollege.edu](mailto:iss@coloradocollege.edu)

## SEVIS Transfer-Out Request Form

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.**

**Steps:**

1. Notify International Student & Scholar Services (ISSS) at Colorado College of your intent to transfer to a new school by completing this form and submitting it, along with a copy of your admission letter from the school to which you intend to transfer (and any transfer request form the new school may have given you, if applicable) to the ISSS office.
2. Colorado College must then update your record in the Student and Exchange Visitor Information System (SEVIS) to reflect your transfer out request and the date on which your SEVIS record will be released to the new school (which is based on the release date that you indicate below).
3. After your SEVIS record has been released to the new school, the new school will be able to update your SEVIS record to reflect your new program of study and they will issue you a “transfer pending” Form I-20, provided that you have completed the other admission requirements for that school.

**Please note:**

- If you decide to cancel your school transfer, you must notify ISSS before your transfer release date—once the transfer release date has been reached, Colorado College will no longer have access to your SEVIS record.

***Please complete the information below and return it to ISSS:***

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

SEVIS ID: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Transfer School: \_\_\_\_\_

Transfer School Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

When do you plan to begin your study at the transfer school? \_\_\_\_\_

Requested SEVIS release date from CC: \_\_\_\_\_

If you are currently on Optional Practical Training, please indicate what date you would like us to release your SEVIS records to the school you will transfer to: \_\_\_\_\_

***(Transferring while on OPT will cancel the remaining authorization for your current period of OPT)***

I hereby request that Colorado College release my SEVIS record to the institution named above.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

FOR OFFICE USE ONLY:		
SEVIS updated: _____ (date)	By: _____ (P/DSO)	Release date: _____