CENTRAL FLORIDA COMMUNITY COLLEGE
AUTHORIZATION TO RELEASE SEVIS RECORD

All F-1 students will have only one record in the Student and Exchange Visitor Information System (SEVIS). Only one school at a time can access a student's record. If you are planning and completely sure of which school you want **to transfer** to, you must complete this form to officially inform the International Student Service Office (ISSO) of your intention to transfer. Please be aware of the following:

- You are allowed to apply for admission to as many schools you want to, but the ISSO **can only transfer your SEVIS file to ONE school**.
- The ISSO will: 1. Update your SEVIS file for "Transfer Out", 2. Specify the name of transfer school, 3. Specify the date your SEVIS file will be released.
- The ISS advisor will use the date when finals end each semester, plus two work days till grades are posted, ***as the release date***. Your new school will not be able to issue you a SEVIS I-20 until the transfer release date.
- If you decide to continue at CFCC and not "transfer out", you **MUST notify the ISS advisor before the transfer release date**. The ISSO will not have any access to your record once the transfer date is reached.
- This form is only to release your SEVIS file to transfer out. You have 15 days after classes start to get the new I-20 at the school to which you are transferring.

Please PRINT the following information

_____ _____ _____
Last name First name Birthday (Month/Date/Year)

SEVIS I.D. #: N_____ Admission (I-94) # _____

School Name: _____ Campus: _____

School Address: _____ City: _____

State: _____ Zip Code: _____ Phone # _____ Fax # _____

Contact Advisor: _____ Expected start date: _____
(Month/Date/Year)

Please read and sign: I authorize the ISSO to update my SEVIS file for a "transfer out" procedure and release my file to the above named school two working days after final exams end. I am aware that if I change my mind, I must notify the ISSO before the transfer release date. Failure to do so means I will be required to attend the new school. I attest that the information provided above and documented, if applicable, is true and valid.

_____ _____ _____
Print name Signature Date (Month/Date/Year)

********** **FOR THE ISSO USE ONLY** **********

Original form and all supporting documents submitted must be retained in student's file.

SEVIS updated on _____by _____ with transfer date of: _____
(Month/Date/Year) (Advisor's initials) (Month/Date/Year)