

**F-1 SEVIS Transfer Release Form**

F-1 students with an I-20 form issued by UTSA who intend to transfer out to another educational institution must submit this form before they enroll at the new school in order for their SEVIS I-20 record to be transferred.

**Note:** Transferring of your SEVIS record is different from transferring of your academic record. Contact your academic advisor if you have questions regarding transferring academic credits.

**Required Documents for SEVIS Record Transfer**

1. Complete F-1 SEVIS Transfer Release Form
2. Proof of admission to the new school (i.e. copy of the official admission letter)
3. Transfer form from the new school if the new school requires

**Student Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

SEVIS ID: N \_\_\_\_\_ UTSA ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt City State Zip

Name of Transfer-in School: \_\_\_\_\_

Acceptance approved for \_\_\_\_\_ semester \_\_\_\_\_ year

Requested SEVIS Release Date: \_\_\_\_\_ You can no longer work on or after this date.

**UTSA will no longer have access to your SEVIS I-20 record after the SEVIS release date.**

**Student Acknowledgement**

Please check all the following boxes to acknowledge your understanding.

I have to be in legal F-1 status prior to transferring to another school.

I have cleared all financial obligations to UTSA.

I have to complete my I-20 transfer prior to the end of my 60-day grace period counted from the program end date or OPT end date.

I must start classes in the next available semester, and within 5 months from the last day of classes at UTSA or OPT end date.

Any work authorization that I have (on campus employment, OPT and CPT) will end on my SEVIS release date.

If I travel outside the U.S. after the SEVIS release date, I must re-enter the U.S. with my new school's I-20 form.

I can cancel my transfer request prior to the SEVIS release date. The release date will be at the completion of the semester unless a different date is requested. I have to report to the new school within 15 days of the program start date on the new school's I-20 form.

My transfer process will be completed once the new school updates my SEVIS record to confirm my enrollment in classes, not when I receive my initial I-20 from that school.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_