

## **SEVIS RECORD TRANSFER OUT FORM**

In order to transfer your SEVIS record to another school within the United States, please complete the following steps:

1. Complete this form in its entirety.
2. Attach a copy of your admission letter to your new school.

### **Important notes**

- If you are currently on OPT, your employment authorization will end on the date your record is transferred to the new school.
- Your SEVIS record must be transferred to the new school within 60 days of the last date of study at Radford University.
- If you are transferring without attending Radford University, you must transfer within 30 days of the beginning date of your Form I-20. Also, you must send a copy of each of the following documents: visa, passport, both sides of your I-94 card and Form I-20, as well as a current address in the United States.
- You must begin your studies at the next possible start date at the new school. Your break cannot be longer than 5 months.
- Upon receipt of the documents above, we will transfer your SEVIS record to the new school, which will issue you a new Form I-20. You do not need to repay the SEVIS fee.
- Once your record is transferred to your new school it is very difficult to reverse the transfer.

For more information about a program extension, please contact the International Student Advisor at the McGlothlin Center for Global Education and Engagement by calling (540) 831-6200 or emailing [gloaled@radford.edu](mailto:gloaled@radford.edu).

### **When ready, please submit all paperwork to:**

International Student Advisor  
McGlothlin Center for Global Education and Engagement  
Cook Hall #105  
Email: [gloaled@radford.edu](mailto:gloaled@radford.edu)

## **SEVIS RECORD TRANSFER OUT FORM**

### **Part I: Radford University School Information**

Name: \_\_\_\_\_

RU Student ID: \_\_\_\_\_

SEVIS ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Last Term to be Enrolled at RU: \_\_\_\_\_ (*i.e. Spring 2010, Fall 2011, etc.*)

Last Date to be Enrolled at RU: \_\_\_\_\_ (MM/DD/YYYY)

### **Part II: New School Information**

Name of New School: \_\_\_\_\_

Address of New School: \_\_\_\_\_

\_\_\_\_\_

SEVIS School Code of New School: \_\_\_\_\_

Name of Contact Person at New School: \_\_\_\_\_

E-mail of Contact Person at New School: \_\_\_\_\_

Phone of Contact Person at New School: \_\_\_\_\_

Beginning Date of Classes at New School: \_\_\_\_\_ (MM/DD/YYYY)

When Would You Like Us To Transfer Your SEVIS File? \_\_\_\_\_ (MM/DD/YYYY)

I hereby authorize Radford University to transfer my SEVIS record to the school listed above.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (MM/DD/YYYY)