

# D'YOUVILLE

## CENTER FOR GLOBAL ENGAGEMENT

### F-1 TRANSFER-OUT REQUEST

#### **Part I: To be completed by the student:**

I, \_\_\_\_\_,  
Print Name: Last/family First Middle

\_\_\_\_\_, wish to inform D'Youville College, that (check one):

SEVIS ID Number \_\_\_\_\_

I was admitted to:

I have applied and expect to be admitted to:

\_\_\_\_\_ for the \_\_\_\_\_  
School Name semester/term/year

And request that my SEVIS record be released to that school on

\_\_\_\_\_ (I understand that *the earliest date my record may be released is the end of the current term.*)

I will complete/completed (circle one) my program of study/Optional Practical Training (circle one) on

\_\_\_\_\_.  
Date

#### **Statement of Understanding: I understand that:**

- 1.) On the release date, the responsibility for my SEVIS record transfers to my new school. D'Youville College may not access my record in any way.
- 2.) Should my plans change, I will contact D'Youville College **prior** to the release date, or my new school if after the release date.
- 3.) *If I am engaging in Optional Practical Training after completion of studies*, I know that my work authorization automatically ends on the date my SEVIS record is released to my new school regardless of the dates indicated on my EAD (Employment Authorization Document). Should I continue to be employed on OPT after the release date, it would be a violation of my F-1 status.
- 4.) I must pay any remaining tuition balance to D'Youville College before I will be able to receive an official transcript.
- 5.) I must obtain a new Form I-20 from my new school as soon as possible after the release date. My old I-20's must be retained as records. Should I wish to travel, I must use my new school's I-20 to reenter the U.S.
- 6.) I am required to enroll full time at my new school by the program start date on my new Form I-20.
- 7.) I am required to report to the Designated School Official (DSO) at my new school not later than 15 days after my program start date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **Part II: To be completed by the international student advisor or designated school official at the Transfer-In school.**

I confirm that the student named on the front side of this form, has been admitted/has applied for admission (circle one) and recommend that his/her SEVIS record be released to:

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

Address: \_\_\_\_\_

SEVIS School Code: \_\_\_\_\_

Name of Designated School Official: \_\_\_\_\_

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

Signature of International Student Advisor / DSO: \_\_\_\_\_

Please return this form to:

D'Youville College  
Center for Global Engagement - Student Success Center  
Sarah Cockcroft, International Student Coordinator  
320 Porter Ave  
Buffalo, NY 14201  
Tel: 716-829-7874 | cockcros@dyc.edu