

International Students and Scholars  
 2303 College Ave Huntington, IN 46750  
 260-359-4026



SEVIS "Release" Form  
 Please Type or Print

**TRANSFER OUT OF HU:**

To transfer out of Huntington University to another U.S. educational institution which is activated in SEVIS (Student & Exchange Visitor System), you must first notify the DSO in the student development office of your intent to transfer by completing section A below. After receiving your completed form the DSO will determine the appropriate "release date", list that date in section B below, and fax this form to the new school to which you intend to transfer to. The DSO will also update your SEVIS I-20 record as a 'transfer out' student and indicate in the system the release date and the institute to which you will transfer. The release date for students will normally be the end of the current semester.

**Individuals wishing to cancel a transfer request must notify the DSO of such change prior to the release date indicated on this form.** Once this release date is reached, the new institute to which you intend to transfer to will gain full access to your SEVIS record and is then responsible for administering your program. They will then be able to issue you a new transfer I-20. You will need to contact the staff handling international student issues at the new institute about completing the required transfer procedures. Simply receiving the new school's I-20 form does not complete the transfer process.

Part A: RELEASE REQUEST

To be completed by students and staff with a HU-issued SEVIS I-20 who are transferring from HU to another institution in the United States.

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| HU ID# _____   | SEVIS ID# _____  |
| Date you will complete your program (MM/DD/YYYY) _____   | Date you wish to be released (MM/DD/YYYY) _____  |
| Contact Person, email address, and Fax number for the New Person at the International Office at the new institution:<br>Name : _____<br>Phone # _____<br>FAX _____<br>Email: _____ | Name and location of the institution you will attend and their SEVIS ID number.<br>_____<br>Institution<br>_____<br>city State Zip code<br>School's SEVIS# _____ |
| Signature  | Date Signed (MM/DD/YYYY)   |
| DSO Name   | DSO signature  |

Please note the following:

- Although you may be applying to multiple schools, HU may only transfer your record to one school.
- The transfer release date will be the day you complete your program or the final day of the last semester that you are enrolled at HU, whichever is latest. If you have completed your program, please keep in mind your 60-day grace period.
- If you decide to cancel your school your school transfer you must let the DSO in student development know BEFORE your transfer release date. Once the transfer release date has been reached HU will no longer have access to your SEVIS record. All travel and employment benefits authorized through HU will end on your transfer release date.
- If you are traveling outside the US prior to the beginning the program at your new school, please be advised that you must re-enter the US with the new school's I-20.
- You must report to the new school within 15 days of the program start date of the new SEVIS I-20.

If you are currently on Optional Practical Training (OPT), please talk with your new school about your starting date if you wish to begin studies before our OPT expires. Transferring while on OPT will cancel the remaining authorization for your current period of OPT effective as of your transfer release date.