

**POLK STATE COLLEGE**  
**INTERNATIONAL STUDENT ADMISSIONS OFFICE**

**REQUEST FOR RELEASE OF SEVIS RECORD FOR TRANSFER OUT PROCEDURE**

All students in F-1 (Student) status 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 wish to leave PSC and transfer to another school/academic institution, you must complete this form, which officially informs us of your intent and allows us to update your SEVIS record for release to your new school. Please be informed and/or reminded of the following:

- Although you may have applied to several schools, a Designated School Official (DSO) can specify **only ONE school** to which you plan to transfer.
- A DSO will (1) **update your record in SEVIS for a “Transfer out”**, (2) **specify name of transfer school** you indicate below, and (3) **specify a transfer release date.**
- The DSO will use the end date of current semester/term at PSC as your transfer 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 PSC and not transfer out, you must notify the International Student Advisor (ISA) BEFORE the transfer release date. The ISA will not have any access to your record once the transfer date is reached.
- This procedure is only for release of your SEVIS record to transfer out to a new institution. You must still complete the School Transfer procedure at your new school within 15 days from the end of registration for your initial term there.

**Please PRINT all information requested.**

\_\_\_\_\_  
 Last Name    First Name    Date of Birth(Month/Day/Yr)

SEVIS #: N \_\_\_\_\_ Polk State College ID#: \_\_\_\_\_

**TRANSFER School Name** (and Designated Campus, if applicable): \_\_\_\_\_

**School Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Start Date (Month/Day/Yr): \_\_\_\_\_ Last date of enrollment at PSC: \_\_\_\_\_

**Please read and sign:** I authorize PSC to update my SEVIS record to initiate a transfer out procedure and release my record to the above-named school by the PSC semester/term end date requested above. I am aware that should I change my mind, I must notify the SA before the transfer release date to cancel the transfer. I attest that the information provided above and documented, as applicable, is true and valid.

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

**FOR ISA USE ONLY:** Retain original form and all supporting documents in student’s file.

SEVIS updated \_\_\_\_\_ by \_\_\_\_\_ Transfer release date \_\_\_\_\_

(Month/Day/Year)

(DSO)

(Month/Day/Year)