



Landmark College

# F-1 Student Transfer Out Request

All Landmark College F-1 students, including those who have graduated and are beginning a graduate program, must complete this SEVIS **transfer-out request** if they are planning to attend another educational institution in the U.S.

This form and process will transfer your SEVIS record to your new institution. It will *not* transfer your credits!

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
SEVIS ID#

\_\_\_\_\_  
Transfer School Name

\_\_\_\_\_  
Transfer School International Admissions Official

\_\_\_\_\_  
e-mail

Upon receipt of your completed form, we will update your record in the Student and Exchange Visitor Information System (SEVIS) as a "transfer out" and indicate the name of your transfer school and a transfer release date.

**Transfer Release Date:** Your transfer release date will be the end of the current term unless you can document your need for an earlier release date. This will be the date that DSO at your new institution will be able to view and update your SEVIS record and provide you with a new Form I-20. Please note that your transfer school will not be able to issue you a new SEVIS Form I-20 until the transfer release date.

Although you may be applying to multiple new schools, we may indicate only **one** transfer school in SEVIS.

Finally, if you decide to cancel your school transfer, you must notify us **before** your transfer release date - once the transfer release date has been reached, Landmark College will no longer have access to your SEVIS record.

Once you have completed this form, please attach a copy of your admission letter from the college/university to which you are transferring and return to the Office of the Vice President for Student Affairs ([mluciani@landmark.edu](mailto:mluciani@landmark.edu)).

By signing below, you affirm that it is your intention to transfer to and attend the College/University noted above and authorize Landmark College to release your SEVIS record to that College/University.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date