California State University, Los Angeles

**International Programs and Services**

# Release of SEVIS Record for Transfer

As an international student on F-1 or an exchange visitor on J-1 status, you are required to attend the institution that issued your I-20 or DS-2019. In SEVIS, only one school at a time can access and maintain the SEVIS record. If a student or exchange visitor transfers to another U.S. school, the SEVIS record must be released to the new school for the processing of the new I-20 or DS-2019.

**F-1 students:** If you are transferring after the **completion of program**, the release of the SEVIS record must take place within 60 days (F-1) of your completion date. *(Undergraduate: the end of the last enrolled quarter; Graduate: the end of the last enrolled quarter if enrolled in a regular course or date of comprehensive exam or submission of thesis if not enrolled in any other course.)* If you are transferring **prior** to completing the program, the SEVIS release must take place no later than the third week of the requested term.

**J-1 students/scholars:** The transfer of a J-1 SEVIS record must take place prior to the DS-2019 expiration date.

If you have been **admitted and intend to transfer** to another U.S. school, complete the following information and return the form to IPS. You also must attach a copy of the acceptance letter. Delay in submitting the required documents to IPS for the SEVIS release will result in the termination of your F-1 or J-1 status.

Name: _____ CIN: _____
Family/Last First Middle

Telephone No.: _____ Email Address: _____

Date of last attendance at Cal State L.A.: _____

Name of school you intend to transfer to and its USCIS School Code (F-1) or DOS Program Code (J-1):

_____

Date you intend to begin at the new school: _____
(Month/Date/Year)

**If you are currently on Optional Practical Training/Academic Training, be aware that once we release your SEVIS record, your OPT/AT will terminate as of the release date. Indicate your last date of employment: _ _____**

*I understand that by submitting this form, I am authorizing IPS to release my SEVIS record to the above named school, and that once the release date has passed, the SEVIS record cannot be retrieved by Cal State L.A.*

_____ _____
Student's Signature Date

IPS Office Use:

Date Received: _____ SEVIS Release Date: _____