



Request to Transfer-Out SEVIS Record

If you plan to transfer from Kalamazoo Valley Community College (KVCC) to another US school, you must use this form to notify KVCC of your intent to transfer and to indicate which school you intend to transfer. For F-1 students on post-completion OPT, the course of study must begin within five months of the end of OPT or the transfer release date, whichever is earlier.

Please note that the transfer-in school will not be able to issue you a new SEVIS Form I-20 until the transfer release date. If you decide to cancel the school transfer, you must notify the DSO **before** your transfer release date (once the transfer release date has been reached, KVCC will no longer have access to your SEVIS record).

Before you leave KVCC, be sure to take care of any financial obligations to the college and drop classes

****Any employment authorization ends up on transfer-out or non- enrollment.**

Items needed when submitting this form:

- Copy of the acceptance letter issued by the university admissions office (not department) from the transfer-in school (must indicate admission date)
- Copy of OPT card (if applicable)

Student Information:

Last Name

First Name

Email Address

Phone Number

SEVIS Number

Valley ID

Transfer-In School Information:

Full Name of School

School SEVIS Code

City

State

Phone Number

I request that my SEVIS record be transferred following the completion of the following semester:

Winter Summer Fall YEAR: _____

I certify that I have complied with US immigration regulations and I will timely inform KVCC prior to the SEVIS release date if I decide not to transfer out.

Student Signature

Date

DSO Signature: _____

Date: _____

Updated in: SEVIS _____
Date Completed