



Valparaiso
University

Valparaiso University
SEVIS Transfer Out Form
Phone: 219-464-5333 fax: 219-464-6868

Student ID Number _____ Today's date: _____

Student Name _____ Date of birth _____

To transfer out of Valparaiso University to another U.S. education, **you must complete the SEVIS transfer out form and provide us a copy of your admission letter.** Although you may apply to multiple schools, you can only attend one. The form is to confirm THE ONE SCHOOL to which you have decided to transfer. Our office will process your request, determine your release date and fax the completed form to your new institution. OIP will update your record in SEVIS as a "transfer out" student to your new institution. The release date will normally be the end of the current semester, unless the student is on Optional Practical Training.

On the SEVIS release date:

- 1.. VU will no longer have access to your record to make any changes (e.g., transfer school);
2. on-campus jobs, assistantships, CPT, OPT or any other employment based on VU I-20 will be terminated;
3. the new school will have full access to your SEVIS record. They will issue you a new transfer I-20/DS2019. Please contact the International Student Advisor at your new institution to complete your transfer process. Simply receiving a new I-20/DS 2019 does not complete the transfer process.

I understand the rules stated above and request my SEVIS record be released to the school indicated on this form. I understand once the transfer is put into the SEVIS System, it cannot be revoked and I will have to transfer to the new school.

Student's signature

today's date

Date you will complete your program: _____(mm/dd/yyyy)

Date you wish to be released: _____(mm/dd/yyyy)

Date you will begin the new program _____(mm/dd/yyyy)

Name of institution transferring to: _____

Location of new institution: (e.g., which campus, city and state)

SEVIS school code: _____

Contact information of the international office of the new institution:

Phone number: _____ Fax number: _____