



**REQUEST TO TRANSFER SEVIS TO ANOTHER INSTITUTION**

**TO THE STUDENT:**

If you wish to transfer to another academic institution, you must complete this form authorizing OSU-Oklahoma City to release your SEVIS record to the new school.

\_\_\_\_\_  
Last Name                      First Name                      SEVIS Number                      Date of Birth

I have been accepted to and wish to have my SEVIS record transferred to the following institution:

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**PLEASE NOTE:**

*After we have transferred your record to the new school, we will no longer have access to your information. Should you change your mind about the transfer, you must contact us and the new school immediately. Remember to withdraw from your OSU-OKC classes if you have pre-enrolled for the semester in which you intend to begin your studies elsewhere. Failure to withdraw may result in charges to your OSU-OKC account. Following your transfer in SEVIS, you will no longer be eligible for on-campus employment at OSU-OKC. If you currently have a work permit based on Practical Training, Curricular Practical Training or Economic Hardship, it is immediately invalid upon your transfer in SEVIS, and any remaining time is forfeited.*

I have read and I understand the above information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TO THE RECEIVING SCHOOL:**

The above named student has been accepted for admission to our institution and we are assuming responsibility for his SEVIS record. Please transfer the student's SEVIS record to our institution.

School Name: \_\_\_\_\_

School Code: \_\_\_\_\_                      City: \_\_\_\_\_                      State: \_\_\_\_\_

Admitting DSO's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Requested Release Date: \_\_\_\_\_

**NOTE: We cannot transfer the SEVIS record until the last day of the current semester AND will only do so if the student is in good status unless loss of status is a result of an academic suspension.**