

SEVIS RECORD TRANSFER RELEASE REQUEST



VID: _____

When submitting this form, you must also attach:

- Copy of acceptance letter that indicates beginning semester at new school

Please Read Carefully:

- The SEVIS record can only be transferred to one school.
- Transfer must be reported **within 60 days** of your program completion/graduation.
- To report the transfer, your current designated school official (DSO) selects a “release date.” After this date, your record is transferred to your new school and they will then access the SEVIS record to create your new I-20.
- You must begin studies at the new school **within 5 months** of program completion at Valencia College.
- The transfer may only be canceled **before** the release date.
- If you decide to continue at Valencia College and cancel the transfer, you must notify the DSO **before** the release date.
- This procedure is only to release your SEVIS record; you must complete **all** other requirements necessary for transfer.
- If you decide to transfer during your OPT period, your employment authorization will terminate on the requested release date.

Student Information:

_____ Given/First Name	_____ Last/Family Name	
_____ Email Address	_____ Phone Number	_____ Date of Birth

SEVIS ID Number (The SEVIS ID is the number located in the upper-left corner of the I-20)

Transfer Information:

_____ School Name	_____ SEVIS School Code (Contact new school)	
_____ Campus	_____ Requested Release Date	_____ Expected Start Date

Please Read and Sign:

I authorize the DSO to transfer my SEVIS record to the above named school/academic institution. I understand that my current DSO will select a release date unless I have specified otherwise. I am aware that if I change my mind, I must notify the DSO before the transfer release date. Failure to do so will mean that I will be required to attend the new school. I attest that the information provided above is correct.

_____ Student Signature	_____ Today's Date
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West Campus
407-582-5830
1800 S. Kirkman Road
Building SSB, Room 142
Orlando, FL 32811

East Campus
407-582-2220
701 N. Econlockhatchee Trail
Building 5, Room 217
Orlando, FL 32825

Osceola Campus
407-582-4357
1800 Denn John Lane
Building 2, Room 256
Kissimmee, FL 34744