

SEVIS RECORD TRANSFER RELEASE REQUEST

VID: _____

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 DSO selects a "release date." After this date, your record is transferred to your new school and they will then access the SEVIS record.
- You must begin studies at the new school within **5 months** of program completion at Valencia.
- The transfer may only be cancelled **before** the release date.
- If you decide to continue at Valencia 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.

Student Information:

Given/First Name Last/Family Name Email Address

SEVIS ID Number Phone # (cell or home) _____ / _____ / _____
Date of Birth (mm/dd/yy)

(The SEVIS ID is the 10 digit number located in the upper right corner of the I-20, just above the bar code)

Transfer To:

School Name SEVIS School Code (contact new school)

Campus _____ / _____ / _____
Requested Release Date (mm/dd/yy) _____ / _____ / _____
Expected Start Date (mm/dd/yy)

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** transfer release date. Failure to do so will mean I will be required to attend the new school. I attest that the information provided above is correct.

Student Signature _____ / _____ / _____
Date (mm/dd/yy)

West Campus
407-582-5830
1800 S. Kirkman Road
Building SSB, Room 142
Orlando, Florida 32811

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

Osceola Campus
407-582-4390
1800 Denn John Lane
Building 2, Room 140A
Kissimmee, Florida 34744