

**SEVIS Transfer Out Request  
Form  
- for International Students -**



**Mailing address:** Clayton State University  
International Student Services (ISS)  
2000 Clayton State Boulevard  
UC 204  
Morrow, GA 30260

**Contact:** Tel: 678-466-4092  
Fax: 678-466-4090  
Email:  
ISS@clayton.edu

**USING THIS FORM BEFORE YOU RECEIVE A FINAL ACCEPTANCE LETTER COULD PUT YOUR STATUS AT RISK.**

**To Student:** Complete **section I and II**. Next, send this form along with your acceptance letter from your new school to the Clayton State International Student Services.

**Section I - to be completed by the student**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Birthday (MM/DD/YYYY): \_\_\_\_\_ Clayton State ID#: \_\_\_\_\_  
Clayton State email address: \_\_\_\_\_

***I grant permission for my SEVIS record transfer requested below to be released by Clayton State University.***

Student Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

**Section II – to be completed by the student**

Transferring Out School Name: \_\_\_\_\_  
Campus Location: \_\_\_\_\_  
Are you currently on OPT?            Yes            No

An International Office advisor will determine the appropriate release date which will generally be the last day of your current semester. If you have any special circumstances and would like to request a specific SEVIS release date fill out the information below.

Important considerations for the transfer release date:

- If a student completes a course of study (or OPT), the student is eligible for transfer through the end of the 60-day grace period.
- If you are planning on traveling abroad you must re-enter the country with the I-20 from the school that holds your SEVIS record at the time. If your release date occurs when you are abroad the international office at your new school will have to mail you the transfer I-20.

**SEVIS record release date request (MM/DD/YYYY):** \_\_\_\_\_

Student Name (Print): \_\_\_\_\_

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

Telephone # with area code: \_\_\_\_\_

Email address: \_\_\_\_\_