



## SEVIS Transfer Request Form

International Admissions and Compliance

• Email: [international@dallascollege.edu](mailto:international@dallascollege.edu) • Phone: 972.669.6400

• Web: <https://www.dallascollege.edu/admissions/international>

~Please be advised that your immigration status is *your* responsibility~

All students in F-1 status should only have one active SEVIS record (I-20). If the student plans to transfer to another school, the student will need to request a transfer of the SEVIS record. **To transfer to another school, you will need to submit this form and a copy of your acceptance letter to a Dallas College Designated School Officer (DSO).** Please contact [International@dallascollege.edu](mailto:International@dallascollege.edu) to discuss the transfer policy.

Requests for transfer should only be made upon confirmation of admission to the transferring school, and that institution must be a SEVP certified school. If you have applied to multiple schools, please do not complete this form until you are certain of the institution to which you wish to transfer. Students will need to report to their new school once the transfer of their SEVIS record has been completed.

Normal SEVIS record release will be performed after Finals Week and after grades have been posted. If you need to transfer out before the end of the semester, please contact a DSO to discuss your needs.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Dallas College Student ID #: \_\_\_\_\_

SEVIS ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I request that Dallas College transfer my SEVIS I-20 record to:

\_\_\_\_\_ for the \_\_\_\_\_ semester.  
(Full name of school of transfer)

I request my SEVIS record to be transferred on this date: \_\_\_\_\_

**Students on OPT:** Your work authorization is terminated, and you must cease employment once your SEVIS record is released, even if there is OPT time remaining. Working after a SEVIS record transfer is a violation of your F-1 status.

***By signing below, I authorize Dallas College to release my SEVIS record to the above-named school. After the release date, I acknowledge that Dallas College will no longer have access to my SEVIS record, and I will be required to attend the new school.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dallas College DSO Staff Only

Approved ☐ Denied ☐ Reason (if denied): \_\_\_\_\_

DSO Signature: \_\_\_\_\_ SEVIS Release Date: (MM/DD/YYYY) \_\_\_\_\_