

Edgewood College Release of SEVIS Record

(for students beginning study at another U.S. educational institution)

As an F-1 visa holder, you have a SEVIS record with the US federal government. Only one US educational institution has access to your SEVIS record at any given time. If you have been studying at Edgewood College or are participating in OPT recommended by Edgewood and now plan to attend another US educational institution, your SEVIS record must be released by Edgewood to the new institution. After the release date, the new institution will be able to issue you a new I-20.

Name: _____
Last (Family) Name First (Given) Name Middle Initial

Edgewood ID#: _____ Phone: _____

*The Center for Global Education will contact you via your Edgewood email account. *

I have been admitted to and will begin studies at another US educational institution for the following term:

Fall Spring or Summer of _____ (year)

Name of educational institution: _____

Name of the Designated School Official at your transfer-in school _____

Educational institution's SEVIS school code _____ Phone # _____

Attach *one* of the following:

- Letter of Admission for the new educational institution that you have decided to attend, **OR**
- A "Transfer In" form provided by the new institution to which you have been admitted and will attend.

Please note:

- If you are transferring to another institution BEFORE you graduate from Edgewood, you must also complete the Edgewood College Term Withdrawal Form and submit it to Edgewood Central.

Request a Release Date:

The release date must be after the last term completed at Edgewood and before you begin studies at the new educational institution.

- You must begin your studies within 5 months of ceasing your studies at Edgewood or within 5 months of the expiry date of your EAD card if participating in Optional Practical Training (OPT).
- Edgewood must release your SEVIS record to the new educational institution no later than 60 days from the **completion** of your studies or expiry of your EAD card.
- You may only work on the campus having jurisdiction over your SEVIS record. Therefore, you must cease working at Edgewood by your release date. Students participating in OPT must cease working upon their release date or when their EAD card expires, whichever comes first.
- After the release date has passed, Edgewood cannot alter your request. Please be sure that you will be attending the school noted and report any address changes to the new school.

I request that my SEVIS record be released from Edgewood on _____ (Month/Day/Year)

Note: When Edgewood enters the release date into SEVIS, it must be either the current or a future date. If the date that you request has passed when we process your request, the release date will be the processed date.

Student Signature: _____ Date: _____

For CGE use only:

SEVIS ID: _____ Release Date: _____

DSO: _____