# TRANSFER-OUT FORM

INTERNATIONAL STUDENTS WHO ARE ADMITTED TO ANOTHER U.S. INSTITUTION, COLLEGE OR UNIVERSITY MUST REQUEST THEIR SEVIS RECORD TO BE TRANSFERRED TO THE NEW SCHOOL. PLEASE COMPLETE THE FOLLOWING FORM AND SUBMIT IT TO THE INTERNATIONAL CENTER.

<table>
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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>UHID</th>
<th>Telephone Number</th>
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If you plan to transfer from the University of Hartford to another school in the United States, you must notify the International Center of your intent to transfer.

**IMPORTANT NOTES:**
- YOU MUST ATTACH A COPY OF THE ADMISSION LETTER TO THE NEW SCHOOL
- Your SEVIS record can only be transferred to ONE school
- Your SEVIS transfer release date will be at the end of the current semester, unless you can document your need for an earlier release date
- Your new school will not be able to issue you a new I-20/DS-2019 until after the SEVIS transfer release date
- Any employment you current have must end as of the transfer release date
- If you decide to cancel the transfer of your SEVIS record, you must notify the International Center before your transfer release date; once the transfer release date occurs, we will no longer have access to your SEVIS record

### New School Information

Name of School: ___________________________________________________

School Branch Location (if applicable): ________________________________

SEVIS Code: _________________________________________________________

Phone: (______) __________________________ Fax: (______) __________________________

Transfer Release Date: ______/______/______ Program Start Date: ______/______/______

I am requesting a “release date” earlier than the end of the current term because: __________________

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I give permission to the International Center to release the information requested on this form.

Student’s Signature: __________________________ Date: __________

(mm/dd/yyyy)

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SEVIS updated on ____/____/_____ by __________ with a transfer release date of ____/____/_____