

Jennifer Abbott, International Student Advisor
SUNY Upstate Medical University
155 Elizabeth Blackwell St, CAB, Rm 203
Syracuse, NY 13210
315-464-4604 (phone)
315-464-8822 (fax)
Email: abbottjh@upstate.edu

**SEVIS TRANSFER OUT “RELEASE” FORM
For Students Who Plan to Transfer Their F-1 Status
FROM SUNY Upstate Medical University to a New U.S. School**

Once you have determined that you will definitely be leaving SUNY Upstate Medical University to attend a new school, it is a federal SEVIS requirement that the International Student Advisor release your SEVIS record to the school you designate. To have your SUNY Upstate Medical University SEVIS record released, you must first notify the International Student Advisor of your final decision to transfer by completing the section below, and providing us with a copy of your admission letter to your new school. After receiving your completed form and admission letter copy, the International Student Advisor will determine the appropriate ‘release date’ (usually the last day of classes for the current semester, unless you are also employed), list that date in below, and update your SEVIS record as a “transfer out” by indicating the release date and the school to which you will transfer. **Do not submit this Release form to the International Student Advisor until you are certain that you will attend a new school.**

Some U.S. schools may provide you with a form to be completed by your international student office. If you are asked to complete such a form, bring it to the International Student Advisor. You do not need to submit Upstate’s SEVIS Transfer Out-Release Form for the International Student Advisor to complete another school’s transfer form. Students wishing to cancel a transfer request must notify the International Student Advisor of such change prior to the release date. Once the release date is reached, the new school to which you intend to transfer will gain full access to your SEVIS record and is then responsible for it. The new school will then be able to issue you a new transfer I-20 form. You should then contact your new school’s office that issues I-20 regarding any further transfer procedures. Simply receiving the new school’s I-20 does not complete the transfer process.

RELEASE REQUEST: Please attach a copy of your new school’s letter of admission to this form. To be completed by students with a SUNY Upstate Medical University -issued SEVIS I-20 who have decided to attend another educational institution in the United States.

Name of Student: _____
Last (Family) First Middle

Your E-mail address: _____ SEVIS ID: _____

Date you will complete your studies at SUNY Upstate Medical University: _____

Name, City and State of new school you will attend: _____

Date you will begin studies at new school: _____

Your signature: _____ Date signed: _____

To be completed by SUNY Upstate Medical University International Student Advisor

PDSO Signature: _____

SEVIS Release Date: _____

Date Entered into SEVIS and initials: _____

Add copy to student file after completing this section.