

# Southwestern Baptist Theological Seminary

## SEVIS Release (Transfer Out) Request Form

To transfer to another school in the United States, you must first **APPLY** to the new school and be **ACCEPTED**.

### Directions (What the Office of International Student Services needs from students):

1. Submit the completed Transfer Form from the new school.
2. Complete ALL information on this Transfer Out form, including SEVIS ID number. **This form must be signed.**
3. Submit a photocopy of your acceptance letter from the new school or a confirmation e-mail **AND** this Transfer Out form to the Office of International Student Services [ISS] (Fleming Room 9). You can scan and e-mail all documents to [ISS@swbts.edu](mailto:ISS@swbts.edu) or fax the documents to 817-921-8753.
4. An advisor will update your immigration record and release your SEVIS record to the new school. Then your new school will be able to issue you an I-20.

### STUDENT Section – please PRINT very clearly!

\_\_\_\_\_  
Student ID Number

N \_\_\_\_\_  
SEVIS ID Number (look on upper right corner of your I-20)

NAME: \_\_\_\_\_  
Last (Family) Name First Name Middle Name(s)

Local Phone: \_\_\_\_\_ Email: \_\_\_\_\_

My last semester of study at SWBTS will be: Fall Spring Summer Year: \_\_\_\_\_

Are you currently authorized for Optional Practical Training (OPT)? YES NO

If yes, what is your OPT End Date? (Expiration date on your EAD card) \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YY)

When will you begin at the new school? Fall Winter Spring Summer Year: \_\_\_\_\_

When will you need your SEVIS record released? Release Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YY)

### New School Information

School Name (as in SEVIS): \_\_\_\_\_

Branch / City: \_\_\_\_\_ State: \_\_\_\_\_

School SEVIS Code (REQUIRED): \_\_\_\_\_  
(please ask your new school for this code, if you do not know)

International Program Office phone number (REQUIRED): \_\_\_\_\_

\*\*\* Read the following statement carefully, then sign at bottom. \*\*\*

"I authorize Southwestern Baptist Theological Seminary (SWBTS), Office of International Student Services (ISS) to release my record to the school named above. I understand my record will be released at the end of my last semester at SWBTS. If my last quarter has already ended, my record will be released shortly after the request is submitted, if eligible. If 60 days have passed since the last day of my final semester at SWBTS, my record can no longer be released.

I understand that once released, ISS will no longer have access to my SEVIS record and that ISS cannot cancel my transfer. I also understand that if I'm leaving the U.S. while my transfer is still pending, I must re-enter the U.S. with the new I-20 from the new school. I understand that after my SEVIS record has been released, I can no longer use my SWBTS I-20."

X \_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date