



SEVIS RELEASE REQUEST FORM For Students Transferring Out

SEVIS ALERT: The Transfer Out Request (transferring from Tarrant County College to another school) should be done **ONLY** upon confirmation of admission to the other school.

SEVIS releases will be done **at the end of the term** for students not currently on OPT.

Name: _____

Student ID#: _____

SEVIS ID#: _____

I-20 Program End Date: _____

Phone: _____

Transfer SEVIS School Code: _____

SEVIS School Code will be 15 characters long

I, _____, notify Tarrant County College of my intent to transfer to
(Name as appeared on passport)

_____ effective _____
(Name of School) (Month/Day/Year)

IMPORTANT INFORMATION

- The International Admissions Office requires a **copy of your Acceptance Letter or Email** from your new school **before** you can be released in SEVIS.
- SEVIS Record can only be released **ONCE**. Please carefully decide to which school you wish to transfer.
- You **must** notify TCC International Admissions Office of any changes (transfer semester/school) **before** the above **release date**. After this date, your record will be electronically transferred to the other school. TCC will not have access to your records at that point.
- Your work authorization will be terminated on the release date in SEVIS. Please end all employment prior to this date. Do not continue to your employment (on- or off-campus) after you are released in SEVIS. Continued employment would be a violation of your F-1 status and will be subjected to SEVIS Record Termination.
- For graduating students or students on OPT, the transfer out in SEVIS must be completed before the expiration of your 60-days grace period.
- Failure to inform TCC International Admissions Office of any changes before the **release date** may result in your SEVIS Record Termination. You will be considered **out of status** and may be subject to deportation.

Student's Signature _____

Date _____