



LANGUAGE AND CULTURE INSTITUTE

REQUEST FOR SEVIS RECORD RELEASE TRANSFER-OUT FORM

If you plan to leave the Virginia Tech Language and Culture Institute (LCI) and transfer to another U.S. school, you must complete this form to notify the LCI of your intent to transfer and indicate the school to which you intend to transfer

You must turn in this completed form in addition to an acceptance letter. Your record in the Student and Exchange Visitor Information System (SEVIS) will be updated by entering your transfer school and the transfer release date.

Please be informed:

- All students in F-1 status can have only one record in SEVIS. Only one school at a time can access a student's record.
- Although you may be applying to multiple new schools, you will need to specify *one* school to which you plan to transfer.
- If you would like to cancel the transfer, you must do so *before* the release date. After the release date has passed, the LCI will no longer have access to your SEVIS record. Your transfer release date will be at the end of the current term or session. You must be in status to transfer to another school.
- If you are a scholarship student, you must have the permission of your sponsor, embassy, or cultural mission before transferring to another school.
- This procedure is only for the release of your SEVIS record to the transfer school. You must still complete the transfer procedure by reporting to and registering at your new school. Your new school may require a "transfer in" for that the LCI advisor will have to sign.
- If you are conditionally admitted to Virginia Tech, your offer will be void upon your transfer to another school.

First name: _____ Last name: _____

Date of birth: _____ Virginia Tech ID #: _____

Email address: _____ Phone: _____

SEVIS release requested date: _____ SEVIS ID #: _____

Transfer school: _____ Major: _____

Campus: _____ Expected date at new school: _____

Transfer school phone: _____ Transfer school fax: _____

Please read and sign: I authorize the Virginia Tech Language and Culture Institute to update my SEVIS record for a transfer out and release my record to the above named school. I am aware that, should I change my mind, I must notify the LCI international student advisor before the transfer release date. Once the transfer release date has been reached, the LCI will no longer have access to my SEVIS record and will not be able to process any immigration benefits on my behalf. In addition, I may not work on campus after my records are released. I attest that the information provided above and documented, as applicable, is true and valid.

Student signature: _____ Date: _____

For Office Use Only

Retain in student's file. SEVIS updated on: _____ By: _____