



SEVIS TRANSFER-OUT FORM

INSTRUCTIONS

Please use this form to request the transfer of your F-1 SEVIS immigration record from Cayuga Community College to another SEVP-certified institution.

This form transfers only your immigration record. Your academic record will not be transferred.

STUDENT INFORMATION

Cayuga Student ID _____ Student First Name _____ Student Last Name _____

Mobile Phone _____ Email Address _____

NEW SCHOOL INFORMATION

Your SEVIS record can be transferred to only one school. Please confirm the school and campus you plan to attend before submitting this request.

Name of the School You Want to Transfer To _____ Campus Location (if applicable) _____

New School SEVIS Code _____ First Day of Classes at the New School _____

REQUESTED SEVIS RELEASE DATE

Your requested SEVIS release date is the date Cayuga releases your SEVIS record to your new school.

Last Day of Classes at Cayuga _____ Requested SEVIS Release Date _____

REQUIRED AND OPTIONAL ATTACHMENTS

Required Attachment

I have attached a copy of my official admission letter from the school I am transferring to.

Optional Attachment

I have attached a Transfer Verification Form or other form from my new school for Cayuga's Designated School Official to complete.

REASON FOR TRANSFER

Please indicate your reason for transferring. Select all that apply. At least one reason is required.

Financial Academic Family Concerns Other: _____

STUDENT ACKNOWLEDGMENT

By signing this form, I understand that:

- This request transfers only my SEVIS immigration record, not my academic record.
- My SEVIS record can be transferred to only one school.
- I will not be eligible for on-campus employment at Cayuga after my SEVIS transfer release date.
- After my SEVIS record is released, Cayuga may no longer have access to update my SEVIS record or I-20.
- I must contact my new school about their deadlines, transfer requirements, and any additional forms they require.

OFFICE USE ONLY

Date Received: _____

Admission Letter Attached: Yes No

Transfer Verification Form Attached: Yes No

New School SEVIS Code Verified: Yes No

Requested SEVIS Release Date Reviewed: Yes No

SEVIS Release Date Entered: _____

Processed By: DSO PDSO DSO/PDSO Initials: _____

STUDENT SIGNATURE: _____ **DATE:** _____

SEVIS TRANSFER-OUT INSTRUCTIONS

BEFORE YOU BEGIN

If you plan to transfer to another educational institution, you must complete the **SEVIS Transfer-Out Form**. This process transfers your **F-1 SEVIS immigration record** from Cayuga Community College to your new school.

This form only transfers your immigration record. It does not transfer your academic record.

HOW YOUR SEVIS RECORD IS TRANSFERRED

Your SEVIS record is transferred electronically through the **Student and Exchange Visitor Information System**, also known as **SEVIS**.

Your SEVIS record can be transferred to only one school. You should decide which school you plan to attend before submitting your transfer-out request.

WHAT YOU MUST SUBMIT

To request a SEVIS transfer-out, submit the following:

1. A completed **SEVIS Transfer-Out Form**
2. An official letter of admission from your new school
3. Any Transfer Verification Form or additional form required by your new school, if applicable

Contact your new school before submitting this request to ask whether they require a Transfer Verification Form or any additional documentation from Cayuga's Designated School Official.

HOW TO SUBMIT THIS FORM

Completed forms and required documents may be submitted by email or dropped off in person.

Submit materials to:

Caitlin Cooper, DSO
Email: ccooper14@cayuga-cc.edu

PROCESSING TIME

Processing time depends on how far in advance the request is submitted and the requested SEVIS release date.

Students are encouraged to submit the completed form and required documents as early as possible after confirming the school they plan to attend.

CHOOSING YOUR SEVIS RELEASE DATE

Your **SEVIS release date** is the date Cayuga releases your SEVIS record to your new school.

During the Fall or Spring semester, the earliest transfer-out date is generally the day after exams end.

If you are taking summer classes, your transfer date may depend on your summer enrollment.

If you are enrolled in in-person summer courses, you may not be able to request a transfer date during that session. Your transfer date may need to be the day after your summer session ends.

IMPORTANT TIMING RULES

If you recently completed your program at Cayuga, your SEVIS record must be transferred before the end of your 60-day grace period.

Your new program must begin within the required transfer timeline. Generally, F-1 transfer students must start classes at the new school within 5 months of transferring from the current school or within 5 months of the program completion date on the current I-20, whichever comes first.

If you are on post-completion OPT, contact your DSO for guidance before requesting a transfer.

I-901 SEVIS FEE

In most cases, continuing F-1 transfer students do not need to pay the I-901 SEVIS Fee again if they are maintaining the same active SEVIS record.

If you are unsure whether this applies to you, contact your new school or Cayuga's Designated School Official.

F-1 VISA

If your F-1 visa is still valid, you generally do not need to apply for a new visa solely because you transferred schools.

If your F-1 visa has expired and you travel outside the United States, you may need to apply for a new F-1 visa before returning.

Contact your new school's Designated School Official before international travel.

TRAVEL OUTSIDE THE UNITED STATES

If you plan to travel outside the United States before classes begin at your new school, you must obtain a new I-20 from the new school before returning.

Contact your new school before making any travel plans.

CHANGING YOUR MIND BEFORE THE SEVIS RELEASE DATE

You may request to cancel your SEVIS transfer before your SEVIS release date.

If you change your mind, contact Cayuga's Designated School Official promptly.

CHANGING YOUR MIND AFTER THE SEVIS RELEASE DATE

After your SEVIS release date, Cayuga cannot cancel the SEVIS transfer.

Once your SEVIS record is released, your new school gains access and becomes responsible for your record.

AFTER YOUR SEVIS RECORD IS RELEASED


After Cayuga releases your SEVIS record, Cayuga's Designated School Official may no longer have access and may not be able to make changes to your I-20.

Be certain of your decision before requesting Cayuga to release your SEVIS record.



LEARN MORE

 admissions@cayuga-cc.edu

 1-866-598-8883

NOTICE OF NON-DISCRIMINATION

Cayuga Community College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information, visit www.cayuga-cc.edu/non-discrimination-policy