

SEVIS Transfer Out Process

Are you **eligible to transfer your SEVIS record** to another school?

- You must currently be maintaining F-1 status
- You must have an **offer of admission** from a new school
- If you already graduated or completed OPT, you must still be **within your 60- day grace period**
- The **start of classes at your new school** must be within **5 months** of one of the following:
 - Academic program completion at Samford
 - OPT authorization end date
 - The requested SEVIS I-20 transfer release date (For students not completing OPT period)

For Samford to **release your SEVIS record**, provide the following to the DSO at Samford by [email](#):

- Proof of acceptance to the new school (acceptance letter)
- Contact information of the DSO at the transfer-in school
- Transfer Release form (includes your transfer release date)
- Copy of current Form I-20 and Form I-94

Setting your SEVIS Transfer Release Date

The SEVIS transfer affects your F-1 benefits, including employment, travel, and I-20 validity. Make sure and discuss your options for setting the SEVIS transfer release date with your DSO. The DSO will release your SEVIS record and contact the DSO at your new institution notifying them of the release. After the release date, contact the DSO at the new school to make arrangements for receiving your new I-20.