

REQUEST TO RELEASE SEVIS RECORD

As J-1 visa holder, you have a SEVIS record with the U.S. federal government. Only one U.S. institution has access to your SEVIS record at any time. If Kansas State University is your current program sponsor listed on your DS-2019 and you plan to change your sponsorship in order to attend another U.S. educational institution, your SEVIS record must be released by the ISSS to the new program sponsor. After the release date, the new institution will be able to issue a new DS-2019 for you. By completing this form, you are giving the ISSS permission to release your SEVIS record.

Name _____ WID _____
Family Given
E-mail address _____ Phone Number: _____

I am requesting to TRANSFER SEVIS record to another program sponsor:

I have been admitted Yes No
(Please attach a copy of admission letter.)

The program sponsor I plan to transfer is: _____,
Name of J-1 Program Sponsor

_____, for the _____ semester/term which will begin on
Program Code (required)
_____.
(mm/dd/yyyy)

Name of Contact: _____
Email: _____ Phone: _____

***Transfer Release Date:** _____ (This date is the program begin date at the new program.)
(mm/dd/yyyy)

**Transfer release date is the date on which your SEVIS record will electronically transfer to the new school. The new school cannot issue a new DS-2019 until after this release date.*

- I understand that ON or AFTER the release date, I **cannot** change this request in any way.
- I understand that I CANNOT continue to work on the K-State campus after the transfer release date.

Student Signature Date

If you change your plans and decide that you would like to cancel the transfer of your SEVIS records before the release date, please complete the following box.

CANCEL INTENT TO TRANSFER

I request that the International Student and Scholar Services cancel my request to transfer to another program sponsor. I will be enrolling at Kansas State University next semester.

Name _____ WID # _____
Signature _____ Date _____

International Student & Scholar Services
104 International Student Center, Kansas State University, Manhattan, KS 66506
Phone: 785.532.6448 Fax: 785.532.6607 Email: iss@ksu.edu Web: www.ksu.edu/iss