

REQUEST TO RELEASE SEVIS RECORD

As an F-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 you have been studying at Kansas State University or are participating in OPT recommended by ISSS and now plan to attend another U.S. educational institution, your SEVIS record must be released by ISSS to the new institution. After the release date, the new institution will be able to issue a new I-20 for you. By completing this form, you are giving ISSS permission to release your SEVIS record. You must also provide ISSS with a copy of the admission letter to your new school.

Name _____ WID _____
Family Given

E-mail address _____ Phone Number: _____

Country of Citizenship _____ Current Degree Program _____

Current Degree Level: English Language Program Bachelor's Master's PhD

Do you currently work on-campus: Yes No

*Please note you must stop working at K-State as of the date your SEVIS record is released to the new school.

Current K-State Relationship:

- New K-State student (not yet enrolled or attended or first semester at K-State)
- Current K-State student (currently enrolled)
- Recent graduate of K-State (Expected Completion date _____)
- Currently on OPT

Reason for transferring:

- Starting new program of study at new institution
 - Degree Program I will be pursuing at the new institution: _____
 - Degree Level at the new institution: English Language Program Bachelor's Master's PhD
- Personal Reasons _____

Please provide us with any additional comments you feel are important for us to know about your time at K-State.

I have been admitted to _____, SEVIS School Code _____, for the
Name of college, university, or institution
_____ semester/term which will begin on _____ (mm/dd/yyyy). I am requesting my SEVIS
record be release to the above mentioned school on _____ (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 I-20 until after this release date.

PLEASE NOTE:

- All outstanding bills must be paid. Contact the Cashier's office with questions. The website is <http://www.k-state.edu/finsvcs/cashiers/>
- If you have any questions regarding student health insurance fees, please direct them to iss@ksu.edu.
- You are responsible for making sure all your classes are dropped. Contact your academic department for instructions. If you do not drop these courses, you will be billed and are expected to submit payment.
- Notify Housing & Dining or your landlord of your plans to leave K-State.
- English Language Program (ELP) students must meet with an ELP Counselor for an Exit Interview.
- You must begin your studies within five months of ceasing your studies at K-State or within five months of the expiration date of your EAD card if you are currently participating in OPT (Optional Practical Training).
- ISSS must release your SEVIS record to the new institution no later than 60 days from the completion of your studies or the expiration of your EAD card.
- 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.
- If on OPT, I understand that my OPT will be terminated on the release date and I can no longer work after that date.

Student Signature _____

Date _____

CANCEL INTENT TO TRANSFER: I request that International Student and Scholar Services cancel my request to transfer to another institution. I will be enrolling at Kansas State University next semester.

Name _____ WID # _____

Signature _____ Date _____

**KANSAS STATE
UNIVERSITY**

International Student
& Scholar Services

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