



**Office of International Education**  
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 Utica, NY 13502-4892  
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## SEVIS TRANSFER OUT AUTHORIZATION FORM

*If you plan on continuing your degree or education at another institution in the US, you must complete this form. Submit it to the Office of International Education along with proof of admission to another US college or university. You must request a SEVIS record transfer to the new school no later than 60 days after completing your degree at Utica College, or after completing OPT. If you are on OPT or CPT, you must stop working by the authorization end date on your I-20 from Utica College. If you choose to travel outside the US after the SEVIS record release date, you will need the new I-20 from your new school to re-enter the US. After your SEVIS record is released to your new school, Utica College will no longer have access to it and cannot make any updates. It will be in the possession of the school you transferred into.*

SECTION A: STUDENT INFORMATION		
FIRST NAME:	LAST NAME:	
BANNER ID:	DOB: ___/___/___	SEVIS ID: N00_____
EMAIL ADDRESS:	PHONE NUMBER:	
LAST SEMESTER AT UTICA COLLEGE: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING                      _____		

SECTION B: NEW SCHOOL INFORMATION	
SCHOOL NAME:	
INTERNATIONAL OFFICE PHONE # AT SCHOOL:	DATE CLASSES BEGIN:
ADDRESS:	
SCHOOL SEVIS CODE:	
CAMPUS (IF APPLICABLE):	
REQUESTED SEVIS RELEASE DATE:	

I authorize that the DSO at Utica College release my F-1 student record in SEVIS to the school noted below on the specified date. I have read and understood the conditions outlined above. I understand that once the transfer is completed in SEVIS that Utica College will not be able to make changes or access my SEVIS record. All SEVIS processing will then be the responsibility of the new school.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

International Student Advisor ONLY:	
Date Record was Released in SEVIS: _____	
_____ Signature	_____ Date