



## International Student Transfer Out Form

If you plan to transfer from GBC to another school, you must use this form to notify the Admissions and Records Office of your intent to transfer. Upon receipt of this form and your letter of acceptance from the school to which you would like to transfer, we will update your SEVIS record, thereby giving the new school access to your record.

You may be applying to many schools, but **your SEVIS record can only be transferred to ONE school.** Once we transfer your record out, we CANNOT retrieve it after the release date. The new school cannot issue you a new I-20 until the record is transferred.

***Please complete and return to Admissions and Records along with proof of acceptance from the school you are transferring to.***

### Student Information

Name: \_\_\_\_\_ GBC ID Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### New School Information

Name of School: \_\_\_\_\_

SEVIS School Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

New School Start Date: \_\_\_\_\_ (mm/dd/yy)

<p>Requested Transfer Date: _____ (mm/dd/yy)</p> <p><b><u>For Students Currently on OPT:</u></b></p> <p>EAD Expiration: _____ (mm/dd/yy)</p> <p><b>Any work authorization that you have will end upon your transfer release date.</b></p>
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***I give permission to Great Basin College to release the information requested on this form:***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>For Office Use Only:</b></p> <p>SEVIS updated on: _____ (mm/dd/yy) by _____ (DSO initials) with a transfer release date of _____ (mm/dd/yy)</p>
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