



## ***F-1 Transfer-Out Request***

### **Part I: To be completed by the student:**

I, \_\_\_\_\_,  
*Print Name: Last, First, Middle* *SEVIS ID Number*

wish to inform Champlain College, that (*check one*):

I was admitted to: \_\_\_\_\_  
*(Print the name of the college or university)*

I have applied and expect to be admitted to: \_\_\_\_\_  
*(Print the name of the college or university)*

for the \_\_\_\_\_  
*(Print semester/term/year)*

and request that my SEVIS record be released to that school on (*date*)\_\_\_\_\_.  
*(I understand that the earliest date my record can be released is the end of the current term.)*

I will complete my program of study /optional practical training on (*date*)\_\_\_\_\_.

**When available, please submit a copy of your letter of acceptance from your new school to your P/DSO.**

I understand that:

1. On my release date, the new school is responsible for my SEVIS record and Champlain College cannot access my SEVIS record after my release date.
2. If my plans change, it is my responsibility to contact Champlain College (before the release date) or the new school (after the release date).
3. If I am engaging in post-completion Optional Practical Training, I know that my work authorization will terminate automatically on my release date. My EAD card will no longer be valid and I can no longer work.
4. I must obtain a new Form I-20 from my new school after the release date and I must use the "Transfer Pending" Form I-20 from my new school for travel and re-entry into the U.S.
5. I must report to my new DSO at my new school no later than 15 days after my program start date on my "Transfer Pending" Form I-20.
6. I must enroll full-time at my new school by the program start date on my "Transfer Pending" Form I-20 and be sure to get my "Transfer Completed" Form I-20 from my new DSO no more than 30 days later.

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*Signature*

*Date*

**Student should return the completed form to:**

Office of International Student Services  
163 South Willard St, PO Box 670, Burlington, VT 05401-0670  
[international@champlain.edu](mailto:international@champlain.edu)