

release

Release of SEVIS Record

For Students Beginning Study at Another US Educational Institution

As an F-1 visa holder, you have a SEVIS record with the US federal government. Only one US educational institution at a time has access to your SEVIS record. If you have been studying at the University of Wisconsin-Madison or are participating in OPT recommended by ISS and now plan to attend another US educational institution, your SEVIS record must be released by ISS to the new institution. After the release date, the new institution will be able to make you a new I-20. By completing this form, you are giving ISS permission to release your SEVIS record.

Name: _____ UW ID#: _____
Family First

E-mail: _____ Daytime Phone: _____

I have been admitted to and will begin studies at another US educational institution for the following term:

Fall, Spring, or Summer of _____
Year

Name of educational institution: _____

Attach one of the following documents:

- ✓ Letter of Admission for the new educational institution that you have decided to attend, or
- ✓ A "Transfer In" form provided by the new educational institution to which you have been admitted and will attend.

Please note:

- ✓ If you graduated and are participating in post-degree completion OPT, you must submit a copy of your EAD card.
- ✓ If you have already enrolled for a future term at the UW, make sure to drop all courses for which you are registered. Failure to drop all future courses for which you enrolled will result in a tuition bill.

Request A Release Date

The release date must be after the last term completed at the UW and before you begin studies at the new educational institution.

- ✓ You must begin your studies within five months of ceasing your studies at the UW or within five months of the expiry date of your EAD card if participating in Optional Practical Training (OPT).
- ✓ ISS must release your SEVIS record to the new educational institution no later than 60 days from the completion of your studies (for students **completing** a program of study at the UW) or expiry of your EAD card.
- ✓ You may only work on the campus having jurisdiction over your SEVIS record. Therefore, you must cease working on the UW campus by your release date. Students participating in OPT must cease working upon their release date or when their EAD card expires, whichever comes first.
- ✓ After the release date has passed, ISS cannot alter your request. Please be sure that you will be attending the school noted and report any address changes to the new school.

I am requesting that my release to be set for the following date: _____
Month/Day/Year

Note: When ISS enters the release date into SEVIS, it must be either the current or a future date. If the date that you request has passed when ISS processes your request, the release date will be the processed date.

Signature: _____ Date: _____

For ISS Use Only

SEVIS ID: _____ Release Date: _____

Name/Title of DSO

Signature of DSO

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For ISS Use Only

Intake

- Pull file and print transcript.
- This request can be assigned to any advisor.

Advisor Review

Maintained full time status

- Yes No

Has student completed program/graduated?

- Yes No

If yes, the release date must be within 60 days of program completion or EAD expiry.

OPT record checked (if applicable)

- Yes No

Verify OPT dates with a copy of EAD card or check SEVIS RTI record.

Complete **Transfer Out Log**

- Yes

Dispatch

- E-mail student for pick-up.
- Log out of fsa as completed task.
- If student submitted a "Transfer In" form from the new school, follow student and/or form instructions regarding return to student and/or faxing/ mailing document to new school.
- Staple all supporting documents to this application form and place in file.
- Photocopy the front page of this application and provide to student if he/ she requests. It is proof of the release date.
- Write "Transfer Out" and the release date on the outside of the file. Place file with the "To Be Terminated" files.

Advisor Notes

More information needed

- Hold

Client informed on _____

Information received on _____

Action/Decision Summary: