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## International Student SEVIS Transfer Release Instructions

International Students carrying an F-1 Student Visa must arrange to have their SEVIS record transferred when transferring from one U.S. school to another. It is the student's responsibility to make sure all steps are completed.

- 1 Read all information here and **complete and sign Part 1.**
- 2 Meet with the International Student Advisor at your current school to request a 'transfer release' to Curry College in Milton, MA. You should only complete this form and request the transfer process if you have been accepted and have enrolled at Curry College. Please make certain that your International Student Advisor has clearly indicated the transfer out date of your SEVIS record. Curry College will not be able to produce your updated I-20 until your SEVIS record has been released.
- 3 Be sure the following documents have been submitted to Curry College
  - Copy of your passport's ID page
  - Copy of your I-94 card (if available)
  - Copy of all previous I-20s from your current and previous institution(s)
  - Certification of Finances
  - Transfer Release Form

After you have submitted the above items and your SEVIS record has been successfully transferred, an updated Form I-20 will be emailed to you at the email address you have provided.

Please note: If your SEVIS record and your I-20 have been terminated due to failure to maintain status, it may be necessary for you to apply for reinstatement with US Citizenship and Immigration Services (USCIS).

If you have any questions, please contact Michelle Bracken, Assistant Vice President of Enrollment Management at [mbracken@curry.edu](mailto:mbracken@curry.edu).

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## PART 1 - To Be Completed by Student:

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LAST (Family Name)	FIRST (Given Name)	MIDDLE INITIAL	BIRTHNAME (Maiden)
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Preferred Name: \_\_\_\_\_

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

Mobile: \_\_\_\_\_

### Semester of Entry

Fall (September) \_\_\_\_\_ Spring (January) \_\_\_\_\_ Anticipated Entry Term (Year): 20 \_\_\_\_\_

*I hereby grant permission for the information requested below to be released to Curry College.*

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SIGNATURE

DATE (Month / Day / Year)

## PART 2 - To Be Completed by International Student Advisor

*The student noted above wishes to transfer to Curry College (1071 Blue Hill Ave. Milton, MA).*

Please provide the information requested below and return by email to:

**Michelle Bracken, Assistance Vice President of Enrollment Management - [mbracken@curry.edu](mailto:mbracken@curry.edu)**

SEVIS ID #: \_\_\_\_\_ SEVIS Transfer Release Date: \_\_\_\_\_

*Please indicate the following:*

Students' dates of attendance at your institution: \_\_\_\_\_

To the best of your knowledge, is the student maintaining valid F-1 status and is eligible to transfer?

**YES   NO**   If no, please explain: \_\_\_\_\_

Please list any periods of Optional of Curricular Practical Training: \_\_\_\_\_

Designated School Official (DSO) Name and Title (please print:) \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Name of School/College: \_\_\_\_\_