



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

**TRANSFER-OUT FORM**

If you wish to leave Virginia Tech and transfer to another school/academic institution, you must complete this form, which officially informs the Cranwell International Center of your intent and allows us to electronically release your SEVIS immigration record to another school.

- Submit a copy of your acceptance letter from your new institution.
- If you decide to continue at Virginia Tech and not transfer out, you **MUST** notify the Cranwell International Center **before** the transfer release date. Our office will not have access to your record once the transfer date is reached.
- This procedure is only for release of your SEVIS record to the transfer school. You must still complete the transfer procedure by reporting to and registering at your new school.
- Complete the Withdrawal/Resignation from at the Registrar's Office.
- If you are currently working on OPT or on-campus, your employment will be terminated once your SEVIS records are transferred to your new institution.
- If you are funded by your government, make sure to inform them of your intent to transfer.

**STUDENT INFORMATION**

Name \_\_\_\_\_  
Last/Family First Middle (if any)

Email \_\_\_\_\_ VT ID# \_\_\_\_\_

Phone \_\_\_\_\_ SEVIS ID: N00 \_\_\_\_\_

Local address:

\_\_\_\_\_ Street Address City State Zip Code

**NEW INSTITUTION INFORMATION**

Name of Institution \_\_\_\_\_ Requested SEVIS Release Date \_\_\_\_\_

SEVIS School Code \_\_\_\_\_ Campus \_\_\_\_\_

Semester you plan to enroll at the new institution:  Fall  Spring  Summer Year \_\_\_\_\_

Comments  
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