



# International Student Services

## Transfer Out Request Form

An F-1 International Student who is transferring out of Century College to another educational institution WITHIN the United States must request to have their SEVIS record transferred. For a student to retain their F-1 status, Century College must transfer out the SEVIS record no later than 60 days after the student's degree completion (indicated by the program end date on the Form I-20) or the OPT end date on their EAD card.

**Students:** You may apply to multiple new schools for acceptance, but you can only request transfer of your SEVIS record out from Century College to one school. Please be sure you are certain of your transfer plans before requesting your SEVIS record be transferred.

You must attach the following documents to this form:

1. Your acceptance letter from your new college or university. The acceptance letter must indicate that you are accepted as an International Student.
2. If applicable, NEW school's Transfer Form (may be called Transfer Verification Form or Transfer Eligibility Form).

**To Be Completed by the Student: Please Type or Print Clearly**

Student Name: \_\_\_\_\_

Century Student ID: \_\_\_\_\_

Name of NEW U.S. School you are transferring to: \_\_\_\_\_

NEW School Phone Number: \_\_\_\_\_

NEW School SEVIS Code: \_\_\_\_\_ *Contact your NEW school if you are unsure of the code.*

SEVIS Transfer Release Date: \_\_\_\_\_ *This date must be at least 7 days out to allow time for processing.*  
mm/dd/yyyy

*I authorize Century College to release my record in SEVIS to the school indicated above. I understand that my SEVIS record will be automatically transferred to the new school on the release date and Century College will no longer have access to my SEVIS record after that date.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Students, please submit completed form and required attachments to International Student Services [international@century.edu](mailto:international@century.edu) at least 7 days before the requested transfer release date.**

*Century College is a member of Minnesota State. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.773.1745 or emailing [access.center@century.edu](mailto:access.center@century.edu).*