



METHODIST UNIVERSITY

GLOBAL EDUCATION

TRANSFER OUT FORM: All International Students transferring to another school in US need to transfer his/her SEVIS record to the new school.

Last Name _____ First Name _____

University _____ Major _____ Degree _____

If you plan to transfer from Methodist University to another U.S. school, you must notify the GEO (your “current school”) of your intent to transfer and to indicate the school to which you intend to transfer (your “transfer to school”).

IMPORTANT NOTES:

- You must **attach a copy of the acceptance letter from the school to which you plan to transfer.**
- Although you may be applying to multiple new schools, GEO will specify **only one school** to where you plan to transfer.
- Your transfer release date will be the end of the current term or session, unless you can document your need for an earlier release date.
- Your transfer school will not be able to issue you a new SEVIS I-20 Form until the transfer release date.
- **If you decide to cancel your school transfer you must notify GEO before your transfer release date.** Once the transfer release date has been reached, GEO will no longer have access to your SEVIS record.

NEW SCHOOL INFORMATION

Name of School: _____ Transfer School SEVIS Code: _____

School Branch Location (if applicable): _____

School Address: _____

Point Of Contact: _____ Phone: (____) _____ Fax: (____) _____

Transfer Release Date: ____/____/____ Program Start Date: ____/____/____

I am requesting a “release date” earlier than the end of the current term because: _____

I, _____, give permission for GEO to release the information requested on this form.

Student’s Signature: _____ Date: _____

SEVIS updated on ____/____/____ by _____ with a transfer release date of ____/____/____