

**Office of International Student & Scholar Services
Binghamton University Box 6000
Binghamton, NY 13902-6000
607-777-2510 (phone)
607-777-2889 (fax)**

SEVIS "RELEASE" FORM

**For Students Who Plan to Transfer Their F-1 or J-1 Status
FROM Binghamton University to a New U.S. School**

Once you have determined that you will definitely be leaving Binghamton to attend a new school, it is a federal SEVIS requirement that the ISSS release your SEVIS record to the school you designate. To have your Binghamton SEVIS record released, you must first notify the ISSS of your final decision to transfer by completing the section below, and providing us with a copy of your admission letter to your new school. After receiving your completed form and admission letter copy, the ISSS will determine the appropriate 'release date' (usually the last day of classes for the current semester, unless you are also employed), list that date in section B below, and update your SEVIS record as a "transfer out" by indicating the release date and the school to which you will transfer. ***Do not submit this Release form to the ISSS until you are certain that you will attend a new school.***

Some U.S. schools may provide you with a form to be completed by your international student office. If you are asked to complete such a form, please bring it to the Office of International Student and Scholar Services. You do not need to submit Binghamton's SEVIS "Release Form" for the ISSS to complete another school's transfer form.

Students wishing to cancel a transfer request must notify the ISSS of such change prior to the release date. Once the release date is reached, the new school to which you intend to transfer will gain full access to your SEVIS record and is then responsible for it. The new school will then be able to issue you a new transfer I-20 (F-1) or DS-2019 (J-1). You should then contact your new school's office that issues I-20 regarding any further transfer procedures. Simply receiving the new school's I-20 or DS-2019 form does not complete the transfer process.

RELEASE REQUEST: *Please attach a copy of your new school's letter of admission to this form.*

To be completed by students with a Binghamton-issued SEVIS I-20 or DS-2019 who have decided to attend another educational institution in the United States.

Name of Student: _____
Last (Family) First Middle

Your E-mail address: _____ SEVIS ID: _____

Date you will complete your studies at Binghamton: _____
Month/Day/Year

Name, City and State of new school you will attend: _____

Date you will begin studies at new school: _____
Month/Day/Year

Your signature: _____ Date signed: _____
Month/Day/Year

To be completed by Binghamton ISSS office: DSO Name: _____

SEVIS Release Date: _____ Date Entered into SEVIS and initials: _____

Add copy to student file after completing this section.