



CAL POLY POMONA

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ENGLISH LANGUAGE INSTITUTE & AMERICAN SEMESTER PROGRAM

## SEVIS Transfer-Out Request

### Need to know:

- Please allow 3 business days to complete your request.
- Although you may have been admitted to several schools, CPELI staff may only transfer your record to ***one school***. Once the transfer out process is complete, your CPELI I-20 will no longer be valid.
- It is your responsibility to contact your transfer-in school regarding procedures for obtaining a new I-20

### Documents Needed:

- Copy of the admissions /acceptance later from the new school.

<b>Student Name:</b> _____	
<b>CPELI ID:</b> _____	<b>SEVIS ID:</b> _____
<b>Phone:</b> _____	<b>Email:</b> _____
<b>Name of new school:</b> _____	
<b>Do you have an acceptance letter from the above listed school:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If no, date you will receive (MM/DD/YYYY)</b> _____	
<b>SEVIS school code of new school:</b> _____	
<b>Date of transfer:</b> _____	
<i>I authorize CPELI to release my SEVIS record to the school listed above and on the requested date. I understand that I must maintain status until transfer release date. If I wish to cancel my transfer, I must do so before the release date, I must contact the new school about any future SEVIS transfers.</i>	
<b>Print name:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____	

<b>For Office Use Only</b>	
<b>Confirmed date of transfer</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b> _____
<b>Date received:</b> _____	<b>Received by:</b> _____
<b>Date processed in SEVIS:</b> _____	<b>Processed in SEVIS by:</b> _____
<input type="checkbox"/> <b>Transferred Out</b>	
<b>DSO Signature:</b> _____	<b>Date Completed:</b> / /
<b>Note:</b>	