



Middlebury

International Student and Scholar Services

Middlebury College

Middlebury, Vermont 05753

Telephone: 802-443-5858

Fax: 802-443-2063

Email: iss@middlebury.edu

SEVIS Transfer Out Form For F-1 and J-1

INSTRUCTIONS

****For F-1 Records Only:** Students upload this completed form and a **copy of the acceptance letter** from your new institution to Middlebury ISSS via the Document Submission Form found on our website here:

https://middlebury.qualtrics.com/jfe/form/SV_8rkqgZCH4Cp7EKW

****For J-1 Records Only:** Students upload this completed form to Middlebury ISSS via the Document Submission Form found on our website here: https://middlebury.qualtrics.com/jfe/form/SV_8rkqgZCH4Cp7EKW

What is a SEVIS (or Transfer) Release Date? The date that access to a student's SEVIS record will shift from the Designated School Official (DSO) international advisor at the transfer-out school to the transfer-in school.

To determine an appropriate SEVIS Release Date, please confirm the Program Start Date at your new school and how much time is needed for that school to issue the new I-20 for you. If you will be traveling prior to the new program start, you will also need to consider this when selecting your SEVIS release date and whether you will need to obtain the new I-20 from the transfer-in school before or after any planned travel.

SECTION 1: To be completed by student/scholar

I give permission to release the information necessary to complete my transfer from Middlebury College to:

Name of transfer institution: _____

Name (please print): _____

Signature: _____ Date: _____

SECTION 2: To be completed by the Designated School Official (DSO)/Responsible Officer (RO) of new school

I request that the SEVIS record of the above individual be transferred to:

Institution: _____

SEVIS Release Date: _____

Program Start Date at Institution: _____

SEVIS School Code or Program Sponsor Number: _____

Name and Title: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Please see Instructions at top of page for submission and required supplemental documents guidance. Thank you.