



INTERNATIONAL RELATIONS AND THE BRENNAN CENTER

## Transfer-Out Request Form

**Information:** If you plan to attend another school next semester, you must request that we release your electronic SEVIS record to the new institution on a date of your choosing. The new school cannot issue an I-20 until the SEVIS release date.

**Instructions:** Please complete this form to the best of your ability. We recommend typing your responses and printing the form for final signature(s); however, handwritten submissions are also accepted.

Once completed, **please email the form along with your [acceptance letter from your new school](#) and a [copy of your most recent I-94](#) to [international@niagara.edu](mailto:international@niagara.edu).**

### I. Student Information

Surname/Family Name: \_\_\_\_\_ Legal Given Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (mm/dd/yyyy)

NU ID: \_\_\_\_\_

SEVIS ID: N \_\_\_\_\_

### II. Transfer Information

New School's Name: \_\_\_\_\_

**Contact Person (DSO/PDSO):**

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

New School's SEVIS Code: \_\_\_\_\_

**Requested Release Date:** \_\_\_\_\_

I am requesting and giving Niagara University permission to transfer my SEVIS record to the university listed above.

\* **Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_