



## Transfer-Out Form

If you plan to transfer from Logos Evangelical Seminary to another school, you must use this form to notify the International Student Services office of your intent to transfer. Upon receipt of this form, we will update your SEVIS record, thereby giving the new school access to your record.

You may be applying to many schools, but **your SEVIS record can only be transferred to ONE school.** Once we transfer your record out, we CANNOT retrieve it after the release date and you will have to contact the school you requested that it be transferred to. Your transfer release date will be the end of the current semester unless otherwise requested for a valid reason. The new school cannot issue you a new I-20 until the record is transferred.

**Please complete and return to International Student Services along with the acceptance letter from the school you are transferring to.**

<b>A. Student Information:</b>
Student Name: _____ Date of Birth: _____
E-mail: _____ Telephone #: _____
SEVIS# (located on your I-20): _____

<b>B. New School Information:</b>
Name of School: _____ School File #: _____ 214F _____
_____ City / State _____ Phone Number _____
Transfer Release Date (the last day of current school): _____ mm/dd/yyyy
New School Start Date: _____ mm/dd/yyyy
I am requesting a "release date" earlier than the end of the current term because:

**ANY WORK AUTHORIZATION THAT YOU HAVE (on or off-campus)  
WILL END UPON YOUR TRANSFER RELEASE DATE**

<i>I give permission to International Student Services to release the information requested on this form:</i>
*****Signature _____ Date: _____

<b>FOR OFFICE USE ONLY:</b>
SEVIS updated on _____ by _____ with a transfer release date of _____ mm/dd/yyyy DSO Initials mm/dd/yyyy