

## Request to Transfer Out to Another University

International students who intend to transfer from UT to another university must complete this form before UT will transfer their SEVIS record to another university. Please be advised that no other school will be able to issue your new I-20 until UT has released your SEVIS record. **Your SEVIS record will not be released until you turn in this form, completed and signed along with an acceptance/admission letter from the university where you intend to transfer.**

Name \_\_\_\_\_  
*Family/Last* *Given/First* *Middle*

UT ID/SSN \_\_\_\_\_ e-mail \_\_\_\_\_

SEVIS ID# \_\_\_\_\_

I have been admitted to attend: Name of School \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

for (check one)  Fall  Spring  Summer Year \_\_\_\_\_

My last term of enrollment at UT will be:  
 Fall  Spring  Summer Year \_\_\_\_\_

**Please check the appropriate box:**

I am graduating from UT and will be beginning a new degree program at the new university.  
Graduating with:  Bachelor's  Master's  PhD Major: \_\_\_\_\_

I am leaving UT and will be completing my current program at the new university.

I am currently on Optional Practical Training. My last day of employment is \_\_\_\_\_  
(mm/dd/yr)

**\*Note: Once the transfer effective date has been reached, you are no longer allowed to work at The University of Tennessee, Knoxville, as you will then no longer be in our SEVIS database.**

I give permission to The University of Tennessee, Knoxville to release my SEVIS record to the above named school. I certify that the information provided on this form is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to:

Joann Ng Hartmann  
Center for International Education  
1620 Melrose Avenue  
Knoxville, TN 37996-3531

Revised March 2007

**For CIE Use Only**

Holds:  Yes  No Date Cleared: \_\_\_\_\_

Updated in Access:  Yes  No

SEVIS Release Date Set:  Yes  No

Full-Time Enrollment:  Yes  No

Notes: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_