



If you have completed your studies at SMC and you will be transferring to a new school in the United States, you will need to request a transfer of your SEVIS record to your new school. Submit this form to the IEC with an acceptance letter from your new school.

Check Your Transfer Eligibility: Your answers will determine if we can transfer your SEVIS record in good status.		Yes	No
Are you in Legal F-1 Status (enrolled in 12 units or have Reduced Course Load Approval)?			
Are you sure you want transfer to the school below? Is this school your final choice?			
Does the acceptance letter say your name and the term you're admitted for on school letterhead?			
Are you requesting release of your transfer within 60 days of your last date of attendance at SMC?			
Are you starting studies at the new school within 5 months of your last date of attendance at SMC?			
Do you owe any fees to SMC? If so, Official SMC Transcripts will not be released.			
Are you enrolled at SMC in a future term? If so, you must drop classes before submitting this form.			
Student Information: Please complete the fields below with your personal information. Please print clearly.			
Last Date of Attendance at SMC			
Last/Surname		First Name	
Date of Birth (mm/dd/yyyy)		SMC Student ID Number	
Phone Number		Email	
U.S. Street Address			Apt
City		State	Zip
For Post Completion OPT Students Only			
Last Date of Employment		Requested SEVIS Release Date	
School Information: Please complete the fields with information on your new school.			
Name of New School		Phone Number of International Office	
SEVIS School Code (if known)		Start Date	
Address			
City		State	Zip
Transfer Out Request: My signature below indicates that I have made my final decision to transfer from SMC. I understand that once I submit this form, I will not be able to make changes to my transfer request or cancel my transfer. You will receive confirmation email once your SEVIS record has been released. Your request will be processed in the order received and could take up to 10 business days to process.			
Signature		Today's Date	

FOR IEC OFFICE USE ONLY	
Current Units:	If below 12 Units – current RCL?
Enrolled in upcoming term?	RCL Type:
Fees Owed:	Staff Initials: