

# Transfer Release Form

If you are a student in F-1 status requesting a SEVIS Transfer I-20 Form from DePaul University (DPU) you must

1. Complete Section 1 and give it to the Office for International Students and Scholars at your current school to have Section 2 completed.
2. Submit this completed form to DPU along with a copy of the identification page of your passport.

You must obtain a SEVIS Transfer I-20 from DPU if you are already in F-1 status and are either:

- currently enrolled at or recently graduated from a U.S. school
- currently in your period of Optional Practical Training (OPT) or recently completed your period of OPT

**NOTE:** You MUST request the transfer of your SEVIS I-20 record from your previous school within 60 days of completion of your studies and/or your OPT period.

Once you obtain a SEVIS Transfer I-20 from the DPU admissions office, you must

- Go to the Office for International Students and Scholars (OISS) at DPU before the program start date indicated in Item # 5 of your DPU SEVIS I-20. The OISS is located at 1 E. Jackson Boulevard, Suite 9300. **Failure to report to the OISS within 15 days of the reporting date in Item # 5 of your DPU SEVIS I-20 will result in a loss of lawful F-1 status.**
- Take your immigration documents when reporting to the OISS: SEVIS DPU Transfer I-20, passport, visa stamp (in passport), I-94 card, I-20 from previous school, and OPT EAD card (if applicable).

**Section 1 (to be completed by student):**

Last Name	First Name	Middle Name (if applicable)
Country of Birth	Date of Birth (mm/dd/yyyy)	Country of Citizenship
E-Mail	Phone Number	
Intended start term at DePaul University <input type="checkbox"/> Winter 2012 <input type="checkbox"/> Spring 2012 <input type="checkbox"/> Summer I 2012 <input type="checkbox"/> Summer II 2012 <input type="checkbox"/> Fall 2012		
I have dependents (child / spouse) in the U.S. in F-2 visa status <input type="checkbox"/> Yes <input type="checkbox"/> No		
I verify that the above information is accurate and hereby authorize the Designated School Official / International Student Office of my current school to release my SEVIS record to DePaul University.		
Student's Signature _____		Date (mm/dd/yyyy) _____
If you are a current student at DePaul University (DPU) and are moving from one DPU program to another (example: ELA to undergraduate), please note that we will release your SEVIS record to the new program 3 business days from the date this form is submitted. The release of your SEVIS record is necessary for you to obtain a new I-20 for your new program.		
I hereby authorize the Designated School Official / Office for International Students and Scholars to release my SEVIS record.		
Student's Signature _____		Date (mm/dd/yyyy) _____

**TO THE DESIGNATED SCHOOL OFFICIAL:**

Please complete the section below and (1) Fax to: Office for International Students and Scholars 312-362-8018, and (2) Mail to: DePaul University, Office for International Students and Scholars, 1 E. Jackson Blvd., Suite 9300, Chicago, IL 60604. **NOTE:** DePaul University has two campus locations. Please release the student's SEVIS record to [CHI214F01118001](#): DePaul University - Lincoln Park.

**Section 2 (to be completed by Designated School Official / International Student Advisor):**

SEVIS Release Date (mm/dd/yyyy)	SEVIS ID Number
SEVIS record has been released to the following DPU Campus: <input type="checkbox"/> DePaul University - Lincoln Park: <a href="#">CHI214F01118001</a>	
<input type="checkbox"/> This student is in lawful F-1 status and is/was enrolled in a full course of study until (date): _____ (mm/dd/yyyy) <input type="checkbox"/> This student completed degree requirements / received a degree on the date indicated above. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> This student is out of status and must file for reinstatement to lawful F-1 status (explanation): _____ _____	
<input type="checkbox"/> This student is in his/her period of Optional Practical Training (indicate begin/end dates): _____ <input type="checkbox"/> This student has previously received approval for a reduced course load in SEVIS. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate student's program level: _____	
DSO Printed Name _____	DSO Signature _____
School Name & Address _____	Date (mm/dd/yyyy) _____
E-Mail _____	Phone _____