



SEVIS Release Request Form For Transfer Students

North Lake College • 5001 N. MacArthur Blvd. • Irving, TX 75038 • International Center, Suite A418
 Fax: 972.273.3138 • Phone: 972.273.3155 • <http://www.northlakecollege.edu>
 NLC School Code: DAL214F00678000

~ Please be advised that your immigration status is *your* responsibility. ~

SEVIS ALERT: The request to transfer from North Lake College through the SEVIS system should be done *ONLY* upon confirmation of admission to the transferring school.

➔ SEVIS Releases will be done after finals week. ⬅

Last Name	First Name	Middle Name
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female North Lake ID#: _____ SEVIS ID#: <u>N</u> _____		
Major: _____		I-20 Expiration Date: _____
Transfer School Code	Phone	E-Mail

I, _____, request North Lake College to release my **SEVIS** record to _____ (name of school of transfer).

After the release date, I acknowledge that North Lake College will no longer have access to my SEVIS record and the Transfer Request may *not* be cancelled.

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Release Date:** _____

If you:

- Do not plan to attend the new school within five months of the transfer, speak to the International Center Advisor. You should be following a different process.
- Just arrived in the U.S. and are transferring without having attended one semester at North Lake College, be aware that current SEVP policies state that you must start classes within the 30 days of your U.S. arrival date.
- Have attended only one semester of classes in the U.S., be aware that SEVP policies indicate that you should enroll at the transfer-in school in the next available session, even if that is the summer session.

Please note:

- ✓ The International Center requires a copy of your letter of acceptance from your new school *before* you can be released in **SEVIS**.
- ✓ Your work authorization is terminated when you are released in SEVIS. **Do not continue to work after you are released in SEVIS. This would be a direct violation of your F-1 status and may cause your SEVIS record to be terminated.**