

**IMPORTANT INFORMATION**

If you are in F-1 or J-1 student status and you wish to transfer to another school inside the United States, the ISSS Office will need to transfer your SEVIS record to your new school. It should be noted that Florida Tech policy states students are required to attend for one full semester when entering the United States on a Florida Tech-provided I-20.

Once the ISSS Office “releases” your SEVIS record to the new school, we cannot “undo” the transfer, so please be sure you are fully decided about the school and release date before you request a transfer. The “release date” (MM/DD/YYYY) you choose will usually be a day between the last day of the semester at FIT (or day you wish to stop working if you are on Optional Practical Training – OPT) and the first day of classes at the new school. Also, once your SEVIS record is transferred, you are no longer allowed to work, either on campus, on CPT or on OPT. If you will be graduating at the time you want to transfer, your transfer must take place within 60 days of the date of graduation.

**Complete in full and submit to the ISSS Office with a copy of your admission letter and the new school's Transfer-In form, if they require one.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

FIT Student Number \_\_\_\_\_

Are you sponsored by your government?  Yes\*  No

\*NOTE: If you are a student sponsored by your government, the ISSS Office must receive approval from your government giving us permission prior to our transferring you to the new school. If you are graduating at the end of the term you want to transfer, or are on OPT, the permission is not needed (for FIT purposes).

**TRANSFER INFORMATION**

School Name \_\_\_\_\_

School SEVIS Code (if available) \_\_\_\_\_

Campus/City \_\_\_\_\_

Release Date \_\_\_\_\_  
(month) (day) (year)

My signature below confirms that I have read the above transfer information and that I hereby request the FIT ISSS office to release my SEVIS record to the school listed above on the requested date. I understand that I may no longer study or work at Florida Institute of Technology (or engage in OPT authorized as part of my program through FIT) on or after this date and that the ISSS Office will no longer have access to my SEVIS record after this date.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_