

# Garrett-Evangelical Theological Seminary

## SEVIS Transfer Out of GETS F-1 Students

### **Eligibility:**

- Valid F-1 status at Garrett-Evangelical Theological Seminary.
- Enrolled as a full-time student at Garrett-Evangelical Theological Seminary or report to the Office of the Dean of Students (new students only). Students on OPT must provide a copy of their EAD.

### **Procedures:**

- Admission to study at another U.S. University (please provide letter).
- Meet with an official from the Office of the Dean of Students or Seminary to discuss your intent to transfer and to which school. Agree on a SEVIS release date that is suitable for Garrett-Evangelical Theological Seminary and your new school.
- Completion of new school's transfer form and any other procedures.
- Withdraw from all of your classes at Garrett-Evangelical Theological Seminary (if enrolled) and pay all outstanding balances.
- Report to the International Office at the new school and notify them that you should be issued a "Transfer Pending" I-20 with the same SEVIS ID number.

### **Reminders:**

- Please Note; this is a transfer of your immigration status, not your academic credits.
- Once your SEVIS record has been released to the new school, on-campus employment is no longer permitted at Garrett-Evangelical Theological Seminary.
- If you have plans to travel outside the US during this transfer, this may affect the release date chosen on the reverse side. Please discuss your travel plans with the Office of the Dean of Students.
- If you decide not to transfer, you must inform the Office of the Dean of Students prior to the SEVIS release date.

# SEVIS Transfer Out of GETS F-1 Students

**TO BE COMPLETED BY TRANSFERRING STUDENT (Please PRINT clearly)**

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

Student ID# \_\_\_\_\_ Student's SEVIS ID#: \_\_\_\_\_

Current E-mail Address: \_\_\_\_\_

Transferring from Garrett-Evangelical Theological Seminary to:

\_\_\_\_\_

Name

\_\_\_\_\_

Address

SEVIS Release Date Requested by the Student (month/day/year): \_\_\_\_\_

*By signing below, I authorize the Office of the Dean of Students to release my record in SEVIS from Garrett-Evangelical Theological Seminary to the new school of my choice indicated above. I understand that my SEVIS record will be automatically transferred to the new school on the release date and Garrett-Evangelical Theological Seminary will no longer have access to my SEVIS record after that date.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PDSO/DSO NOTES:**