

**Calvin Theological Seminary  
Dean of Students and International Student Advisor Office**

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**TRANSFER OUT FORM for F-1 STUDENTS**

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Dear Current Calvin Seminary Student:

If you plan to transfer to another U.S. school, you must use this form to notify Calvin Seminary of the school to which you plan to transfer. Upon receipt of this form and a copy of your admission letter from your new school, we will update your record in SEVIS as a "transfer out" and indicate the name of your new school and the transfer release date.

Although you may be applying to multiple schools, we may only indicate one transfer school in SEVIS. Also, your transfer release date will be at the end of the current quarter, unless you can document your need for an earlier release date. If you have been authorized to work by Calvin Seminary, all employment including OPT, CPT, economic hardship and on campus employment will terminate when Calvin Seminary transfers your SEVIS record.

Your new school will not be able to issue you a new SEVIS Form I-20 until the transfer release date. If you decide to cancel your school transfer you must notify our office BEFORE your transfer release date. Once the transfer release date has been reached, Calvin Seminary will no longer have access to your SEVIS record.

**Please complete the information below:**

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

New School Name: \_\_\_\_\_

I intend to transfer to the above school and give permission for the information below to be completed:

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

**School to Which the Student is Transferring**

The above student has been admitted to our institution as of today's date. Unless otherwise agreed upon, we understand that Calvin Seminary will release the student's record on the last day of Calvin Seminary's current quarter.

Transfer date if other than last day of Calvin Seminary's current quarter: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and title of Advisor: \_\_\_\_\_

New School Name (as it appears in SEVIS): \_\_\_\_\_

School Code: \_\_\_\_\_

New School Telephone Number: \_\_\_\_\_

New School Fax Number: \_\_\_\_\_

Advisor's Email Address: \_\_\_\_\_

**Please Fax or Send to the Fax number or address above**

(05/08)