

release

Release of SEVIS Record For Students Beginning Study at Another US Educational Institution

As an F-1 visa holder, you have a SEVIS record with the US federal government. Only one US educational institution at a time has access to your SEVIS record. If you have been studying at the University of Wisconsin-Green Bay or participating in OPT recommended by OIE and now plan to attend another US educational institution, your SEVIS record must be released by OIE to the new institution. After the release date, the new institution will be able to make you a new I-20. By completing this form, you are giving OIE permission to release your SEVIS record.

Name: _____ UWGB ID#: _____
Family First

E-mail: _____ Daytime Phone: _____

I have been admitted to and will begin studies at another US educational institution for the following term:

Fall, Spring, or Summer of _____
Year

Name of educational institution: _____

Attach one of the following documents:

- ✓ Letter of Admission for the new educational institution, or
- ✓ A "Transfer In" form provided by the new educational institution to which you have been admitted.

Request A Release Date

The release date must be after the last term completed at the UW and before you begin studies at the new educational institution.

- ✓ You must begin your studies within five months of ceasing your studies at UWGB or within five months of the expiry date of your EAD card if participating in Optional Practical Training (OPT)
- ✓ OIE must release your SEVIS record to the new educational institution no later than 60 days from the completion of your studies (for students **completing** a program of study at UWGB) or expiry of your EAD card
- ✓ You may only work on the campus having jurisdiction over your SEVIS record. Therefore, you must cease working on the UWGB campus by your release date. Students participating in OPT must cease working when their EAD card expires or when they resume full-time studies, whichever comes first.
- ✓ After the release date has passed, OIE cannot alter your request. Please be sure that you will be attending the school noted and report any address changes to the new school.

I am requesting that my release to be set for the following date: _____
Month/Day/Year

Note: When OIE enters the release date into SEVIS, it must be either the current or a future date. If the date that you request has passed when OIE processes your request, the release date will be the processed date.

Signature: _____ Date: _____

For OIE Use Only

SEVIS ID: _____ **Release Date:** _____

Name/Title of DSO

Signature of DSO