

## SEVIS RECORD TRANSFER OUT FORM

In order to transfer your SEVIS record to another school within the United States, please complete the following steps:

1. Complete this form in its entirety.
2. Attach a copy of your admission letter to your new school.

### Important notes

If you are currently on OPT, your employment authorization will end on the date your record is transferred to the new school.

Your SEVIS record must be transferred to the new school within 60 days of the last date of study at Radford University.

If you are transferring without attending Radford University, you must transfer within 30 days of the beginning date of your Form I-20. Also, you must send a copy of each of the following documents: visa, passport, both sides of your I-94 card and Form I-20, as well as a current address in the United States.

You must begin your studies at the next possible start date at the new school. Your break cannot be longer than 5 months.

Upon receipt of the documents above, we will transfer your SEVIS record to the new school, which will issue you a new Form I-20. You do not need to repay the SEVIS fee.

Once your record is transferred to your new school it is very difficult to reverse the transfer.

For more information about a program extension, please contact the International Student Advisor at the McGlothlin Center for Global Education and Engagement by calling (540) 831-6200 or emailing [globaled@radford.edu](mailto:globaled@radford.edu).

When ready, please submit all paperwork to:

International Student Advisor  
McGlothlin Center for Global Education and Engagement  
Cook Hall #105  
Email: [globaled@radford.edu](mailto:globaled@radford.edu)

