SEVIS Record Release Request

Please read the following information very carefully.

As you may recall, you I-20 information is saved in the database called SEVIS (Student/Exchange Visitor Information System), and the host institution has to issue the I-20 form from SEVIS. As you change your school of attendance by transferring, your SEVIS record must be released to the new school.

When you make the final decision on which institution to transfer to, please complete the following and submit to us **with a copy of the acceptance letter** from the school you are transferring to, so we can release your SEVIS record to the appropriate institution. Please remember that once we release your SEVIS record to another school, we will no longer have an access to your record. Also be informed that we will not release your SEVIS record until the end of your final semester here at Palomar College.

Name: _____
Last First

Student ID Number: _____

Email Address: _____

Name of the School You Are Transferring To: _____

Address of the School: _____
Street and Number

_____
City State Zip Code

The New School's SEVIS Approval/School Code* (Required):
_____

* If you do not know the SEVIS code of the new school, you need to contact the admissions office and ask for the information. Without this information, we WILL NOT release your record.

Semester you are accepted for the new school: _____
Term Year

Please release my SEVIS record to the school mentioned above.

_____
Student's Signature Date