



UNIVERSITY OF
SOUTHERN MAINE

REQUEST TO TRANSFER OUT IN SEVIS
UNIVERSITY OF SOUTHERN MAINE
96 Falmouth Street, PO Box 9300, Portland, ME 04104-9300
Tel. 207-780-4959 Fax: 207-780-4933

TO THE STUDENT:

If you wish to transfer to another academic institution you must complete this form authorizing USM to release your record in the SEVIS system to the new school.

Date _____ USM ID# **POM214 F00085000** SEVIS ID# _____
Family Name _____ First Name _____

I have been accepted to and wish to have my SEVIS record transferred to:

School Name _____
Address _____
City _____ State _____ Zip _____

***PLEASE NOTE:** Once we have transferred your record to the new school we will no longer have access to your information. Should you change your mind about the transfer you must contact us and the new school immediately. Remember to withdraw from your USM classes if you have pre-enrolled for the semester in which you intend to begin your studies elsewhere. Failure to withdraw may result in charges to your USM account. Following your transfer in SEVIS you will no longer be eligible for on campus employment at USM. If you currently have a work permit based on Practical Training, Curricular Practical Training, or Economic Hardship it is immediately invalid upon your transfer in SEVIS and any remaining time is forfeited.*

I have read the above information:

Signature: _____ Date: _____

TO THE RECEIVING SCHOOL:

The above named student has been accepted for admission to our institution and we are assuming responsibility of his/her SEVIS record. Please transfer the student's SEVIS record to our institution:

School Name: _____
School Code: _____ City: _____ State: _____
Admitting DSO's Name: _____
Signature: _____
Requested Release Date: _____

(NOTE: We cannot transfer the SEVIS record until the last day of the current semester AND will only do so if the student is in good status unless loss of status is a result of academic suspension. You should not request this release unless you have previously submitted your school's Transfer Release Form to our institution.)

Please attach a copy of your admission letter from your new school.