



All students in F-1 (Student) status will have only one record in the Student and Exchange Visitor Information System (SEVIS). Only one college/university at a time can access a student's record. If you wish to leave American National University (ANU) and transfer to another college/institution, you must complete this form, which officially informs us of your intent and allows us to update your SEVIS record for release to your new college. Please be informed and/or reminded of the following:

- Though you may have applied to several institutions, a Designated School Official (DSO) can specify only ONE college or university to which you plan to transfer.
- A DSO will (1) update your record in SEVIS for a "Transfer out," (2) specify name of transfer college you indicate below, and (3) specify a transfer release date.
- The DSO will use the end date of the current term at American National University as your transfer release date. Your new institution will not be able to issue you a SEVIS I-20 until the transfer release date.
- If you decide to continue at American National University and not transfer out, you must notify the DSO *before* the transfer release date. The DSO will not have any access to your record once the transfer date is reached.
- This procedure is only for release of your SEVIS record to transfer out to a new institution. You must still complete a School of Transfer procedure at your new school within 15 days from the end of registration for your initial term there.

**Please type or print all information requested:**

\_\_\_\_\_

Last Name	First Name	Date of Birth (mm/dd/yy)
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SEVIS#: N \_\_\_\_\_

**Transfer Institution Name (and Designated Campus, if applicable):**

\_\_\_\_\_

Institution Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Initial term at new institution: \_\_\_\_\_ Start Date (mm/dd/yy): \_\_\_\_\_

Last date of enrollment at ANU: \_\_\_\_\_

**Please read and sign:** I authorize American National University to update my record to initiate a transfer out procedure and release my record to the institution named above. I am aware that should I change my mind, I must notify American National University *before* the transfer release date to cancel the transfer. I attest that the information provided above and documented, as applicable, is true and valid.

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Signature	Date
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