

**To the Student:** Please complete this form and submit it to the International Services Staff in order to complete your transfer in SEVIS. Please also contact your department to let them know you will be transferring and officially withdrawing from CGU, if necessary.

**KEEP IN MIND THAT YOU MAY ONLY TRANSFER TO ONE SCHOOL, AND AS SOON AS YOU REQUEST YOUR NEW PROGRAM DATE TO BEGIN, CGU WILL NO LONGER BE ABLE TO UPDATE YOUR SEVIS RECORD!**

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Student Name \_\_\_\_\_ CGU ID Number \_\_\_\_\_

SEVIS Record Number \_\_\_\_\_

Name of Institution you are transferring to \_\_\_\_\_

School Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School Phone \_\_\_\_\_

School's Email \_\_\_\_\_

SEVIS School Code \_\_\_\_\_

Date your new program begins: \_\_\_\_\_

Date you want to be released in SEVIS \_\_\_\_\_

(Keep in mind, once released in SEVIS, you may not work on CGU's CPT/OPT or on-campus)

*\*you may continue using your old student visa as long as it is valid!\**

**Student Signature** \_\_\_\_\_

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**OFFICE USE ONLY**

HOLDS    no    yes    If yes, explain: \_\_\_\_\_

TRANSFER IN SEVIS WAS COMPLETED ON \_\_\_\_\_ BY \_\_\_\_\_