

**Instructions**

If you plan to transfer out of the University of Lynchburg to another college or university in the United States, you must complete this form to notify the Center for Global Education (CGE) of your intent to transfer and the school to which you intend to transfer. You must submit this completed form with a copy of the acceptance letter to CGE so your record can be transferred out in the Student and Exchange Visitor Information System (SEVIS).

Please note that your transfer school will not be able to issue you a new Form I-20 until the transfer release date. If you decide to cancel your school transfer, you must notify us **before** your transfer release date – once the transfer release date has been reached, the University of Lynchburg will no longer have access to your SEVIS record.

**Student Information Section**

Name (Please Print):  
(as it appears in your passport)

Telephone Number:

E-mail:

Name of Transfer School:

Transfer School SEVIS code:

SEVIS Release Date (mm/dd/yyyy):

I authorize the release of my SEVIS record to the above mentioned school. A copy of my acceptance letter is attached.

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***Student Signature***

***Date***