SEVIS Release Procedure for F-1 Students

You have applied to the University of Dallas (UD) and your application indicates you are or were previously enrolled in a school in the United States. If you already have an acceptance letter from UD or if you have already been notified that you have been accepted, and you have decided that you definitely intend to enroll here, then you must notify your current International Office of your intention to transfer to UD. Because the records of your status in the U.S. are maintained on the SEVIS system, it is necessary that your present International Office complete the reverse of this form and release your SEVIS record to the University of Dallas. After your record is released, I will be able to issue you a new I-20 for transfer. If you are presently on OPT, you are still considered a student of the institution you were attending when OPT was recommended. Your SEVIS record is still maintained there.

- If your OPT is ending, you have 60 days from that end date to get a new I-20 from the University of Dallas. To continue in legal status, you must enroll in full-time studies within 5 months of ending your OPT.
- If your OPT is not about to end, you should consider carefully if you want to transfer your SEVIS record to UD. Transfer of your SEVIS record will cancel the rest of your OPT.

You should have your record released to the University of Dallas only if you have definitely decided to transfer here.

Complete the top portion of the form on the reverse and give it to the International Student Advisor at the school from which you are transferring.

Give BOTH this TRANSFER FORM and your ACCEPTANCE LETTER to the advisor where your SEVIS record is currently maintained.

They will complete the bottom portion and return it to the Office of International Student Services at the University of Dallas. They will also release your SEVIS record so that this office can issue you an I-20 for transfer. This I-20 can then be sent to you.

When you enroll at UD, bring your Passport, I-94, and your new I-20 and any previous I-20's to Orientation. Sign page 1 of the new I-20. If for some unavoidable reason you cannot attend Orientation, then, within 10 days of the first day of classes, you are to bring all the documents listed above to the International Office. When you enroll in a full course of study at UD, your transfer to UD will be completed through SEVIS.

If you are traveling outside the United States, before attending the University of Dallas, use the I-20 issued by UD to re-enter the country. Remember that your passport must be valid for at least six more months and your visa must also be valid. If your visa has expired, use the new I-20 to apply for a new F-1 visa at the US Embassy or Consulate.
International Student SEVIS Release Recommendation Form (F-1 Status)

(Student: Follow instructions on reverse)

You should have your SEVIS record released to the University of Dallas ONLY if you have already been accepted AND you have definitely decided to transfer here and your record is still in active status.

To be completed by Student:

Name ___________________________ Last ___________ First ___________ Date of Birth ___________________________

Home Country Address ____________________________________________________________

I request and authorize my current (or most recent) International Student Advisor (or equivalent campus officer) to provide the information below as part of the transfer procedure to the University of Dallas. Please transfer my records as of ___________________________ (date).

(If you are presently on OPT, transfer of your SEVIS record will cancel the rest of your OPT.) Complete the following statement if applicable:

I am presently on OPT which will expire ___________________________. I am enrolling in a full-time program. I understand that by enrolling full-time and having my SEVIS record transferred at this time, I will be forfeiting the remainder of my OPT period.

Signature ___________________________ Entry Term to University of Dallas ___________________________

To Be Completed by Current International Student Advisor:

The above student has been admitted to the University of Dallas for the term indicated. We ask to receive certification by the Designated School Official at the University the student is currently authorized to attend before completing the transfer process or reinstatement procedure (if necessary). Please complete the following and e-mail a copy to:

If the SEVIS record is not in ACTIVE status, please call (972)721-5304 before releasing the record.

International Student Services Phone: (972) 721-5059
University of Dallas Email: jrodriguez@udallas.edu
1845 E. Northgate Drive
Irving, Texas 75062

SEVIS ID: ___________________________ SEVIS Release date: ___________________________

Release student to University of Dallas, School code: DAL214F00069000

ENROLLMENT DATES: Beginning (month/year): ___________________________

Ending (actual or expected) (month/day/year): ___________________________

___ The student is currently enrolled full-time, in good standing, and is eligible for a notification transfer.

___ The student is not currently enrolled. Student eligible for Notification Transfer? ___yes ___no

60-day grace period expires ___________________________

___ The student is out of status and a reinstatement application was filed on ___________________________

Please attach copy of I-539 and I-20.

___ The student is out of status and must apply for reinstatement.

Authorized practical training? _____or off-campus employment? ______ Check all that apply

If PT, what type? CPT _____ OPT _____ Full-time____ Part-time____ From ________To ____________


Other comments: ____________________________________________________________

Name and Title of P/DSO ___________________________ Signature ___________________________ Date ___________

Institution Name ___________________________ Telephone ___________________________ Fax ___________

Address ___________________________ e-mail address ___________________________