

**Tompkins Cortland Community College  
Global Initiative Office, Room 248**

**F-1 TRANSFER-OUT REQUEST**

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_  
 DSO Processing: \_\_\_\_\_  
 Date Processed \_\_\_\_\_  
 Notes: \_\_\_\_\_

**PART I: To be completed by Student**

TC3 Student ID number \_\_\_\_\_ Current Email: \_\_\_\_\_

Current Address: \_\_\_\_\_ Current Phone: \_\_\_\_\_

I, \_\_\_\_\_  
Print Name: Last/Family, First, Middle SEVIS ID Number

wish to inform Tompkins Cortland Community College, that (check one):

\_\_\_ I was admitted to: \_\_\_\_\_

\_\_\_ I have applied and expect to be admitted to \_\_\_\_\_

for the \_\_\_\_\_  
Semester/Year

and request that my SEVIS record be released to the school mentioned above on (date) \_\_\_\_\_

I will \_\_\_ complete or \_\_\_ have completed  
 \_\_\_ Program of study \_\_\_ Optional Practical Training on \_\_\_\_\_.

**Statement of Understanding:** I understand that:

1. On the release date, the responsibility for my SEVIS record transfers to my new school. Tompkins Cortland Community College may not access my record in any way.
2. Should my plans change, I will contact Tompkins Cortland Community College *prior to* the release date, or my new school if after the release date.
3. If I am engaging in optional Practical Training after completion of studies, I know that my work authorization automatically ends on the date my SEVIS record is released to my new school regardless of the dates indicated on my EAD (Employment Authorization Document). Should I continue to be employed on OPT after the release date it would be a violation of my F-1 status.
4. I must pay any remaining tuition balance to Tompkins Cortland Community College before I will be able to receive an official transcript and/or diploma.
5. I must obtain a new Form I-20 from my new school as soon as possible after the release date. My old I-20's must be retained as records. Should I wish to travel, I must use my new I-20's to reenter the U.S.
6. I am required to enroll full time at my new school by the program start date on my new Form I-20.
7. I am required to report to the Designated School Official at my new school **not later than 15 days** after my program start date.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**\*\*\*\*Please enclose a copy of your acceptance letter for our records in order to process the transfer\*\*\*\***

**PART II: To be completed by student advisor or designated school official at the Transfer-In school.**

I confirm that the student \_\_\_\_\_  
Last and first names as passport

has been \_\_\_\_ admitted \_\_\_\_ has applied for admission  
and recommend that his/her SEVIS record to be released to:

School name: \_\_\_\_\_

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

Name of Designated School Official: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
Signature of International Student Advisor/ DSO

**Please return this form to:****Maria Barrero**

TC3 Global Initiatives Office  
170 North Street, Suite 248  
Dryden, New York 13053

Or email it to: Maria Barrero [meb@tompkinscortland.edu](mailto:meb@tompkinscortland.edu)