

Campbellsville University

Courtesy SEVIS Record Transfer Request Form

It is **your** responsibility to work with a DSO at your **current** school to have your SEVIS record transferred to CU. Our DSOs cannot do this for you. Use this form to communicate with your current school. **Do not return this form to CU.**

Do not use this form if you are not in F-1 status or you are joining from outside the US.

INSTRUCTIONS

Schedule the transfer of your SEVIS record: Your SEVIS record should be released to CU **no sooner than 6 weeks prior to the start of your program and no later than the first week of the semester** — even if your OPT has a later end date. Contact a DSO or International Student Advisor at the school which currently has custody of your SEVIS record:

1. Provide them a copy of your [Letter of Acceptance](#) from CU, if requested.
2. Request the release of your SEVIS record to: **Campbellsville University-Louisville: Campus Code: NOL214F10723001.**

If you plan to travel outside the US after the release of your SEVIS record, but prior to the beginning of classes at CU, **you must complete the transfer process first and then travel using an I-20 from Campbellsville University.** Failure to complete the process this way could result in you not being permitted to reenter the US.

TO BE COMPLETED BY STUDENT

First Name

Last Name

SEVIS ID

Release Date

Dependent records automatically transfer with the students' SEVIS records. If you do not currently have dependents on your SEVIS record, but would like to add one or more, you may submit a request **after** your record is released. **This does not guarantee visas for dependents who do not already have visas**, but an I-20 will be required when they have their visa interview.

By signing below, I authorize a Designated School Official to complete the transfer of my SEVIS record to Campbellsville University.

Student Signature

Today's Date