

**PERSONAL INFORMATION**

Last/Family Name	First Name	Middle Name
N SEVIS number	LIU Post ID #	
Phone number	Email	

**PLEASE COMPLETE ALL QUESTIONS**

1. I wish to inform LIU Post, that I was admitted to  

Transfer School Name	Transfer semester/term/year
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2. The reason for transfer:  Graduated  Program/Major  Location  Financial  Other  
 IF OTHER, please explain: \_\_\_\_\_.
3. I request that my SEVIS record be released to the above named school:  
 on (certification forms attached) \_\_\_\_\_  as soon as possible once grades are posted.  
(mm/dd/yyyy)
4. Please attach a copy of the LIU Post termination of studies form from your academic advisor.
5. Please attach an admission letter from your transfer university indicating the program start date.
6. I will complete/have completed Optional Practical Training (OPT) on \_\_\_\_\_.  
(mm/dd/yyyy)

**I understand and agree to the following:**

1. On the release date, the responsibility for my SEVIS record transfers to my new school. LIU Post will no longer have the ability to access my record in any way.
2. I understand the earliest date my record may be released is upon grade and status certification by DSO.
3. Should my plans change, I will contact LIU Post prior to the release date, or my new school if the release date has passed.
4. If I am engaging in post-completion Optional Practical Training, 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 card. Should I continue to be employed on OPT after the release date it would be a violation of my F-1 status.
5. I must pay any remaining tuition balance to LIU Post before I will be able to receive an official transcript.
6. 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 schools I-20 to reenter the US.
7. I am required to enroll full time at my new school by the program start date on my new form I-20.
8. I am required to report to the Designated School Official (DSO) at my new school no later than 15 days after my new program start date.

Student Signature	Date
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**ISS USE ONLY**

Semester: \_\_\_\_\_

Credits Earned: \_\_\_\_\_

**ISS USE ONLY**

Completed: \_\_\_\_\_

Date: \_\_\_\_\_