



INTERNATIONAL PROGRAMS

I-20 Transfer Out Release Form

Please complete this form and submit it electronically, along with a copy of your official admission letter and “transfer-in” form from your new institution (if applicable), to abroad@hollins.edu.

Student Information:

_____	_____	_____
Last Name	First Name	M.I.
_____	_____	
ID Number	Email Address	

Transfer School Information:

_____	_____	
Institution Name	School Code	

Institution Address		
_____	Transfer-in Form? Y N	
International Student Advisor		
_____	_____	_____
Phone	Fax	Email

Preferred SEVIS Release Date: _____

Please Note: After the release date of your SEVIS record, the school to which you are transferring will issue you a new form I-20. You are required to contact this school's international office within 15 days of the program start date listed on your new I-20 or letter of admission. **Should you wish to cancel this Transfer Release Form, you must notify us prior to your requested release date.** As of the release date, you must stop working immediately, if you are employed by Hollins University. Please be aware that if you have an active EAD card, such as for OPT or economic necessity, the transfer-out process will cancel such work authorization.

Transfer Information:

Reason for Transfer: _____

Active OPT? Y N

Travel outside of US prior to next semester? Y N

If yes, departure date: _____

I am confident of my decision to transfer from Hollins University. I understand that if I decide NOT to transfer from Hollins and the release date has passed, I will fall out of lawful student status; lose all benefits, including employment; and will need to apply for reinstatement to regain lawful student status. Please release my SEVIS record to the above-named institution. **I have read, understand and agree with the terms mentioned above:**

Name (Please Print)

Signature

Date