

SEVIS I-20 Transfer Request Form

Congratulations on your admittance to College of San Mateo! It is now time to request that your current school transfer out your SEVIS I-20 to College of San Mateo. Please take this form and your acceptance letter to your current international student advisor.

- You must notify the International Student Advisor at your *current* U.S. institution that you will transfer to **San Mateo Community College District - College of San Mateo. Our SEVIS College number is SFR214F00468.000.** The International Student Advisor at your current U.S. school will need to complete this form and return it to the College of San Mateo either by fax or email.
- The International Student Advisor at your current U.S. school will then need to update your record in SEVIS as a **Transfer Out** student by indicating that you will transfer to San Mateo Community College District - College of San Mateo and indicate a "Release Date." Note: This date will most likely be the last day of classes or final exams at your current U.S. school or the day on which you complete all of your program requirements.

TO BE COMPLETED BY STUDENT

Name: _____ Date of Birth: _____
LAST NAME FIRST NAME MM/DD/YYYY

I authorize you to provide College of San Mateo with the information requested below. It is my intention to enroll in College of San Mateo for the Fall Spring 20_____ semester.

Signature: _____ Date: _____

TO BE COMPLETED BY DESIGNATED SCHOOL OFFICIAL (DSO)

The above named student has requested a SEVIS Transfer to attend College of San Mateo.

Please provide the following information and release the student's SEVIS record to:

San Mateo Community College District – College of San Mateo

This form may be faxed to 650-574-6166 or emailed to csminternational@smccd.edu

Student Name: _____ SEVIS ID#: _____
LAST NAME FIRST NAME

SEVIS I-20 Release Date: _____

Name & Title of DSO: _____

Name of Institution: _____

Address: _____

Phone Number: _____ E-mail: _____

Signature: _____ Date: _____

