

Transferring Your SEVIS Record

In order to transfer to another college or university within the United States, you will need to request an advisor to transfer your SEVIS (immigration) record. By transferring your SEVIS record, you will avoid having to pay the SEVIS fee again. Before an advisor can transfer your record, you will need to do the following:

1. Provide a copy of the admission letter from the university in which you wish to transfer.
2. Either write the desired SEVIS release date on the transfer eligibility form for the new university or provide your desired release date in writing to the advisor. Please keep in mind that you may no longer study or work on campus after the SEVIS transfer date.
3. Report to your new university to check in and request your new I-20.

Getting Ready to Leave:

- 1) **Student Account:** Check your student account on RamWeb to be sure you don't have a balance. No transcripts or diploma will be released if your student account shows a balance is due.
- 2) **Transcripts:** Fill out the transcript request form found at www.colostate.edu/Depts/Registrar/forms.htm. Mail it to the Registrar's office.
- 3) **Housing:** Fill out a vacate notice at least 30 days prior to your departure, make sure you have your apartment checked out completely and that everything is clean so your deposit will be fully refunded. Be sure to cancel utilities if needed.
- 4) **International Office:** Fill out a departure form with the forwarding address for our Alumni records and leave it at the office.
- 5) **Community:** Leave forwarding address with the Post office, credit card companies, banks, cell phone companies, etc.