

# International Student Services SEVIS Transfer Out Request/I-20 Release

## I. Student

*If you are leaving Community College of Philadelphia and are transferring to a different school, please complete and submit this form to the International Student Services Office during your last semester.*

*Failure to inform the ISS Office in writing **BEFORE** the first day of the next CCP semester, or within 60 days of your completion of study (or OPT) may result in loss of your F-1 status.*

*\*You are responsible for completing withdrawal or other necessary procedures with the appropriate CCP offices\**

Last (Family) Name:		First (Given) Name:	
Student ID#:		SEVIS ID# (from your I-20):	
Date of Birth (MM/DD/YYYY):	Country of Birth:	Country of Citizenship:	
Email Address:		Phone #:	
Full Name of New School:		City:	State:
Final Semester at CCP (or OPT completion):			
Date you would like your SEVIS record transferred:			
Reason you are transferring/leaving:			
<input type="checkbox"/> Graduating <input type="checkbox"/> Financial Reasons <input type="checkbox"/> Location <input type="checkbox"/> Other: _____			

*I authorize Community College of Philadelphia to provide information regarding my F-1 status to the school listed above and to release my SEVIS record to that school.*

Student Signature: _____	Date: _____
--------------------------	-------------

## II. Office (Designated School Official)

SEVIS Status:	Final Semester:
Date Processed:	Release Date:

DSO Signature: _____	Date: _____
----------------------	-------------

**Submit this form to:** International Student Services Office • Community College of Philadelphia • Philadelphia, PA 19130  
 Email: [International@ccp.edu](mailto:International@ccp.edu) • Tel. No: 215.751.8863 • Fax No: 215.751.8895