7700 Little River Turnpike
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Tel: +1 (703) 256-6060
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F-1 STUDENT TRANSFER OUT FORM

Students transferring out from EVERGREEN ACADEMY to another U.S. educational institution must complete this form and submit it with a copy of their Acceptance Letter (Admission Letter) to the office at EVERGREEN ACADEMY. This form authorizes EVERGREEN ACADEMY to transfer your I-20 record in SEVIS to the new institution. Although you may apply to several schools, you must choose the school you are going to attend before completing this form. Once your record is released, we will no longer have access to make any changes, including changing the transfer school. You must be in valid F-1 status in order to be eligible for transfer.

The release date of your record in SEVIS to your new school will be the last day of class at EVERGREEN ACADEMY.

After the SEVIS release date:

(a) EVERGREEN ACADEMY will no longer have access to your SEVIS record to make any changes (Including changing your transfer school).
(b) Your new school will be able to issue you an I-20.

Please submit the Acceptance Letter (Admission Letter) from your new institution.

Last Name: _____ First Name: _____ Middle Name: _____

SEVIS ID: _____ Date of Birth: ____ / ____ / _____ (Month / day / year) Current Level: _____

Phone Number: ( ) _____ - _____ E-mail: _____

Last session of enrollment at Evergreen Academy: _____

Requested SEVIS release date: _____

Name of New School: _____

Campus Name (If the school has multiple campuses): _____

Phone # of international office at new school: ( ) _____ - _____ Fax: ( ) _____ - _____

Date or term you will begin studies at new school: _____

Student Certification: I hereby authorize the International Services Office to release my SEVIS record to the school indicated above. I have read and understand the conditions outlined above.

Signature: _____ Date: _____

Office use only:

In Status: ____ Out of Status: ____ Release Date: _____ Date: _____

DSO signature: _____

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Transferring Out of Evergreen Academy

SEVIS Rules and Regulations for F-1 Students

What you need to know:

- Please see our attendance policy.
- All transfer dates will be set for the end of the session.
- You cannot transfer if you are on vacation.
- Students must continue to study in good status until the I-20 release date.

What you need to have:

- Acceptance Letter from the new school.
- Signed copy of this page.
- 75% minimum attendance record and grade for your last session at Evergreen Academy.

Deadlines:

- Students transferring must present the papers listed above before the last day of the session.
- Students who have completed the program (pass Academic Writing and Speaking) have a 60 day grace period in which they can transfer or leave the United States.
- Students who leave before they pass Academic Writing and Speaking must leave the United States within 15 days of their last class.
- Students must transfer a minimum of two weeks before their I-20 expiration date.

I have read and understand the above transfer policies.

Printed Name: _____ ID #: _____

Signature: _____ Date: _____