



1415 Anderson Ave  
Manhattan, KS 66502  
785-539-3571

### TRANSFER-OUT FORM

All International Students transferring to another school in US need to transfer his/her SEVIS record to the new school. PLEASE MAKE AN APPOINTMENT AND BRING THIS FORM ALONG WITH A COPY OF THE ACCEPTANCE LETTER TO THE APPOINTMENT.

\_\_\_\_\_  
Last Name First Name

\_\_\_\_\_  
College Major Degree

If you plan to transfer from Manhattan Christian College to another U.S. school, you must notify MCC (your "current school") of your intent to transfer and to indicate the school to which you intend to transfer (your "transfer to school").

#### IMPORTANT NOTES:

- You must *attach a copy of the acceptance letter from the school to which you plan to transfer*
- Although you may be applying to multiple new schools, MCC will specify *only one school* to which you plan to transfer
- Your transfer release date will be the end of the current term or session, unless you can document your need for an earlier release date
- Your transfer school will not be able to issue you a new SEVIS I-20 Form until the transfer release date
- **If you decide to cancel your school transfer you must notify MCC before your transfer release date.** Once the transfer release date has been reached, MCC will no longer have access to your SEVIS record

#### New School Information

Name of School: \_\_\_\_\_

School Branch Location (if applicable): \_\_\_\_\_

Transfer School SEVIS Code: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

Transfer Release Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Program Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I am requesting a "release date" earlier than the end of the current term because: \_\_\_\_\_

***I give permission for MCC to release the information requested on this form.***

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only:*

SEVIS updated on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_ with a transfer release date of \_\_\_\_/\_\_\_\_/\_\_\_\_