



# Transfer Decision Form

To request the transfer of your SEVIS record to a different institution, complete this form and send it to Butler's International Office with a copy of your acceptance letter from your new school.

## Transfer School Information

\_\_\_\_\_  
Name of Institution/University

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

I will begin classes at this school in the \_\_\_\_\_ semester, 20 \_\_\_\_\_  
(fall/spring/summer)

Transfer School SEVIS Code: \_\_\_\_\_

Requested SEVIS Transfer Release Date: \_\_\_\_\_  
(MM/DD/YYYY)

By signing this form, you certify that you understand that on this release date your SEVIS record will no longer be available to Butler Community College.

If you decide not to transfer to the new school *prior* to the release date, this transfer may be cancelled by formally notifying a Butler international advisor. **PLEASE NOTE: After the release date, you cannot cancel the transfer through Butler and your new school now has responsibility for your records.**

You are considered out of status if you do not contact the international advisor at your new school within 15 days of the program start date on your new I-20. Transfer procedures are not completed until you enroll in classes and your new school registers this enrollment in SEVIS.

\_\_\_\_\_  
Student Name Signature Date

\_\_\_\_\_  
Butler ID# SEVIS Number

Please return this form with a copy of your acceptance letter to: [international@butlercc.edu](mailto:international@butlercc.edu)

SEVIS transfers may take 1-5 business days to be processed.