



Transfer Out Form | SEVIS Release

New Orleans Baptist Theological Seminary | Leavell College

Before you may transfer to another school in the United States, **you must first apply and be accepted** to the new school. It is your responsibility to keep track of all your important documents throughout the transfer process. Your transfer request will not be processed until you provide the P/DSO with following:

- The Transfer Form from your new school
- A copy of your acceptance letter or acceptance email from your new school
- A completed and signed NOBTS/Leavell College Transfer Out Form (this form)

Student Information

NOBTS Student ID# _____ **SEVIS ID#** _____
(located on the top right corner of Form I-20)

Name _____
Family/Last Name First Name (as shown on passport) Middle Name (if applicable)

Email _____ **Phone #** _____

Your last semester enrolled at NOBTS is or will be: Fall Spring Summer **Year** _____

Are you currently authorized for Optional Practical Training (OPT)? Yes No
 If yes, when is your OPT end date? _____ / _____ / _____ (MM/DD/YYYY)

When will your first semester at the new school begin? Fall Spring Summer **Year** _____

When will you need NOBTS to release your SEVIS record? _____ / _____ / _____ (MM/DD/YYYY)
(this is a release day **request**, not the guaranteed date)

New School Information

School Name _____ **School SEVIS Code** _____

School Branch/City _____ **State** _____

International Program Office Phone # (REQUIRED) _____

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN

"I authorize New Orleans Baptist Theological Seminary (NOBTS) and the Registrar's Office to release my SEVIS record to the school mentioned above. I understand that my SEVIS record will not be released until the end of my last semester at NOBTS. If the semester has already ended, my record will be released promptly after the request is submitted, as long as I have met all of the requirements. I understand that my SEVIS record cannot be released if it has been more than 60 days after my program completion date. I understand that once my SEVIS record is released to my new school, NOBTS will no longer have access to my SEVIS record and that NOBTS cannot cancel my transfer request. I also understand that if I am leaving the U.S. while my transfer is pending, I can only re-enter the U.S. with the new Form I-20 from my new school and I can no longer use the Form I-20 issued by NOBTS."

 Student Signature

 Date

 P/DSO Signature

 Date