



# MERRIMACK COLLEGE

## SEVIS RECORD TRANSFER IN FORM

### Transfer procedures:

If you plan to transfer to Merrimack College from another U.S. school, you must use this form to notify your "current school" of your intent to transfer. Upon receipt of your completed transfer form, your current school Designated School Official (DSO) will update your record in the Student and Exchange Visitor Information System (SEVIS) as a "transfer out" and indicate your transfer to Merrimack College and a transfer release date. Note: Although you may be applying to multiple new schools, the DSO may indicate only **one** transfer school in SEVIS. Your transfer release date will be the end of the current term or session, but you should verify this information with your current Advisor/DSO. **Please note that Merrimack College cannot issue you a new SEVIS Form I-20 until the transfer release date.** You must adhere to the transfer procedures even if you plan to travel abroad prior to your reentry to the U.S. to attend Merrimack College. Finally, if you decide to cancel your school transfer to Merrimack College, you must notify your current school advisor/DSO before your transfer release date; once the transfer release date has been reached, your current school will no longer have access to your SEVIS record.

### Section A: *(to be completed by student)*

1. First Name: _____ Last Name: _____
2. SEVIS ID: _____ 3. Admission Number (I-94#): _____
4. Do you need a transfer release date before the end of the current term or session? _____yes_____no a. Your requested transfer release date: _____
5. Do you plan to be outside the United States after the SEVIS release date? _____yes_____no <b>If YES</b> , please specify travel dates: _____

### Section B: *(to be completed by the DSO) Merrimack College SEVIS Code: BOS214F00027000*

Has the student been in compliance for the entire duration of holding an I-20 with your institution? _____Yes
If no please explain: _____
Name (please print) _____ Title _____
School _____ Telephone _____
Signature _____ Date _____
SEVIS record transfer release date for above named student: _____

International Student Support  
GL 54  
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