

SEVIS RELEASE OF RECORD INSTRUCTIONS:

CHANGING SCHOOLS -

**WHY A SEVIS RELEASE OF RECORD IS NOT THE SAME
THING AS AN ACADEMIC TRANSFER OF RECORD**

For F-1 students, the I-20 exists in two formats; as an actual paper form I-20AB, and as a set of electronic data contained in the United States Government Student and Exchange Visitor Information System database, commonly called SEVIS.

Regardless of a student's intention to transfer grades, and completely and entirely separate from any transfer of academic record, the SEVIS release is related ONLY to I-20 data. The new school normally can not prepare a legal, ACTIVE I-20 for a student unless the previous school releases that record via SEVIS.

If you are approaching the University of Memphis and already have an ACTIVE I-20 from another U.S. school, please use the SEVIS RELEASE form to facilitate your legal change of schools inside the U.S.

If you are intending to leave the University of Memphis and therefore attend a different U.S. school, our office must electronically send your SEVIS record to the new school, even if you do not choose to transfer your grades to that school. This is also true if you have recently arrived in the U.S. and do not intend to enroll at the University of Memphis – the requirement for a SEVIS Release of Record is still the same.

F-1 visa holders on OPT must obtain a SEVIS Release of Record from the school they last attended before getting an I-20 to attend a new school. Please make certain that your school keeps your SEVIS record ACTIVE and IN STATUS during your OPT authorized dates and grace period.

Please contact our office in BRISTER HALL ROOM 102 for the SEVIS release to a new school. THANK YOU.