



## SEVIS I-20 Transfer Request

Complete this form only if:

- 1) You are transferring from another institution in the U.S.;
- 2) You have received an acceptance letter from Pitt Community College
- 3) You want a Form I-20 from Pitt Community College

You are eligible for transfer to another school through the end of the 60-day grace period after your **“completion date”** (the date you complete a course of study or OPT). Within that 60-day grace period, your current International Student Adviser may update your SEVIS record as a **“transfer-out”** and assign a **“release date.”** The start date at the **“transfer-in”** school (Pitt Community College) must be within 5 months following either the release date or the completion date (whichever is earlier).

<b>Data for Form I-20: Student completes first section.</b>			
Name:			
(Family/surname as it appears in passport)	(First/given)	(Middle)	
Date of birth: (mm/dd/yyyy)	City of Birth:	Country of Birth:	
Permanent Foreign Address:			
Country of citizenship:	Country of permanent residence:		
1. Please mail my transfer I-20 to the following address after my “release date:” <input type="checkbox"/>			
Telephone:	Current E-mail:		
2. I will not be traveling abroad. I will pick up my I-20 in Everett Building, Room 142 when I arrive on campus. <input type="checkbox"/>			
Student Signature:		Date:	
<b>International Student Adviser Section: Take this to your current ISA to complete.</b>			
Pitt Community College’s SEVIS School Code is <b>ATL214F10689000</b>			
Please confirm that you have seen proof of this student’s admission to Pitt Community College before initiating SEVIS transfer: <input type="checkbox"/>			
Student Release Date:	SEVIS ID # :		
International student adviser’s name:	Phone:	Email	
Name of School:			
Signature:		Date:	

**Return Form To:** **Jessica Jaimes**  
 Director of PCC Global  
 Everett Building; Room 142  
 Phone: 252-493-7480  
 Fax: 252-321-4404  
 Email: [jjjaimes@email.pittcc.edu](mailto:jjjaimes@email.pittcc.edu)