



## F- 1 Student Transfer-Out Request Form

For International students in F-1 visa classification who are seeking a transfer OUT of Pasadena City College and to another institution, you must complete the following information and sign the release statement below.

Please Note: The ISC will release your record only when we receive this form and a copy of an acceptance letter from the school you will be transferring to. Please return in person or fax to (626) 585-3268. **If transferring to a University, you will be required to fill out a graduation petition form upon submitting this request. The petition forms are available at the ISC.**

### PLEASE TYPE OR PRINT CLEARLY

Student Name: \_\_\_\_\_  
Family Name First Name MI

PCC ID#: \_\_\_\_\_ SEVIS ID#: N00 \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
mm/dd/yyyy

Address: \_\_\_\_\_  
Number & Street Apt. # City & State Postal Code

Email Address \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Transfer Semester: \_\_\_\_\_ SEVIS Record Release Date: \_\_\_\_\_  
Fall/Winter/Spring/Summer mm/dd/yyyy

Name of the institution transferring to (SEVIS name): \_\_\_\_\_

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

If transferring to a language school or other community college, please give reason for transfer:

I state that the information I am providing on this form is true. I further understand that it is a violation of United States law to give false information to the college. I also understand that my records will be released to the above college/university within 10 business days.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Month/Day/Year

### WARNING:

If your plans change and you decide to transfer to a different school, or if you will not transfer at all, it is very important that you tell the International Student Center **BEFORE** your release date. We will be able to release you to a different school, or pull your records back to PCC as long as you contact us before the release date. If you contact us with changes after the release date, we will no longer have access to your immigration records and will not be able to make the changes that you request. You will have to contact the new school.

**Important Note:** All Paper Work Requests Have a 10-day Turn-around Period