Office for
International Students & Scholars

Transfer Release Form - CDM

If you are a student in F-1 status requesting a SEVIS Transfer I-20 Form from DePaul University (DPU) you must:

- Complete Section 1 and give it to the international student office at your current school to have Section 2 completed
- Submit this completed form to DPU along with a copy of the identification page of your passport

You must obtain a SEVIS Transfer I-20 from DPU if you are already in F-1 status and are either:

- currently enrolled at or recently graduated from a U.S. school
- currently in your period of Optional Practical Training (OPT) or recently completed your period of OPT

NOTE: You MUST request the transfer of your SEVIS I-20 record from your previous school within 60 days of completion of your studies and/or your OPT period.

Once you obtain a SEVIS Transfer I-20 from the DPU admissions office, you must:

- Go to the Office for International Students and Scholars (OISS) at DPU before the program start date indicated in Item # 5 of your DPU SEVIS I-20. The OISS is located at 1 E. Jackson Boulevard, Suite 9300. **Failure to report to the OISS within 15 days of the reporting date in Item # 5 of your DPU SEVIS I-20 will result in a loss of lawful F-1 status.**
- Take your immigration documents with you when reporting to the OISS: DePaul Transfer I-20, passport, visa stamp (in passport), I-94 card, I-20 from previous school, and OPT EAD card (if applicable).

Section 1 (to be completed by student):

Last Name	First Name	Middle Name (if applicable)
Country of Birth	Date of Birth	Citizenship
E-Mail	Phone Number	
Intended start date at DePaul University ☐ Fall 20__ ☐ Winter 20__ ☐ Spring 20__ ☐ Summer I 20__ ☐ Summer II 20__		
I have dependents (child / spouse) in the U.S. in F-2 visa status ☐ Yes ☐ No		
I verify that the above information is accurate and hereby authorize the Designated School Official / Office for International Students and Scholars of my current school to release my SEVIS record to DePaul University. _____ Student's Signature Date		

TO THE DESIGNATED SCHOOL OFFICIAL:

Please complete the section below and (1) Fax to: **CDM Graduate Admissions at 312-362-5179** (2) Mail to: DePaul University, CDM Graduate Admissions, 243 S. Wabash, Chicago, IL 60604. **NOTE:** DePaul University has two campus locations. Please release the student's SEVIS record to **CHI214F01118000: DePaul University - Loop.**

Section 2 (to be completed by Designated School Official / International Student Advisor):

SEVIS Release Date	SEVIS ID Number
SEVIS record has been released to the following DPU Campus: ☐ **DePaul University – Loop: CHI214F01118000**	
☐ This student is in lawful F-1 status and is/was enrolled in a full course of study until (date): _____ ☐ This student completed degree requirements / received a degree on the date indicated above. ☐ Yes ☐ No ☐ This student is out of status and must file for reinstatement to lawful F-1 status (explanation): _____ _____ ☐ This student is in his/her period of Optional Practical Training (indicate begin/end dates): _____ ☐ This student has previously received approval for a reduced course load in SEVIS. ☐ Yes ☐ No If yes, please indicate student's program level: _____	
_____ DSO Printed Name	_____ DSO Signature
_____ School Name & Address	_____ Date
_____ E-Mail	_____ Phone