

GANNON

UNIVERSITY

Office of Global Support & Student Engagement

109 University Square, MS 71 ~ Erie, PA 16541 ~ T: 814-871-7133 ~ F: 814-871-5323

SEVIS Transfer-Out Authorization Form

Today's Date: _____

Instructions: *Complete the following form and provide a copy of a current acceptance letter from the institution to which you have arranged to transfer.* After completing this form and submitting the required documents, your SEVIS record will be sent electronically to the institution you specify. A SEVIS record may only be sent to one institution. Once the information is sent, Gannon University will no longer have access to your SEVIS file.

Agreement: By signing below, I hereby authorize Gannon University to transfer my SEVIS record to the institution listed. I understand that Gannon University will no longer have access to my SEVIS record after the SEVIS file has been transferred.

STUDENT INFORMATION (Please Print)

- Name (last): _____ (first): _____
- Gannon ID #: _____
- Country of Citizenship: _____
- SEVIS Number: _____
- School to which you would like the SEVIS Record released: _____
- Date you would like your SEVIS Record released (mm/dd/yy): _____
- Student Signature: _____

If you have any questions regarding this form, please contact the Office of Global Support & Student Engagement by phone at 814-871-7133 or email globalsupport@gannon.edu.

The transfer of your SEVIS record will not be completed until this form and supporting documents have been received by the OGSSE at Gannon University.