

**East Los Angeles College**  
**International Student Office**

1301 Avenida Cesar Chavez, Monterey Park, CA 91754  
Tel (323) 265-8796, Fax (323) 260-8192

**Transfer Out Release Request Form**

**Dear Student,**

We wanted you to understand that the SEVIS system can only allow student to transfer to one campus. If you have made your final decision to transfer, please complete the bottom information and return this form back to us **with your school's acceptance notice/letter/email**.

Print your Name: \_\_\_\_\_, \_\_\_\_\_  
Last Name First Name

ELAC ID # **88**-\_\_\_\_\_ - \_\_\_\_\_ SEVIS # **N00**\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

*If enrolled at ELAC for a future term, all classes must be dropped before submitting this form.  
Official ELAC transcripts will not be released until all fees are cleared.*

**I have decided to transfer to the following school:**

Transfer semester: \_\_\_\_\_ SEVIS Record Release Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
Winter/Spring/Summer/Fall

**Name of School:** \_\_\_\_\_

SEVIS school Code (if known): \_\_\_\_\_

School's Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_, Zip Code: \_\_\_\_\_

School's Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

By signing this form, I understand my SEVIS record will be transferred on the date that I requested. If I change my mind, it is my responsibility to inform the International Student Office 5 days before my SEVIS record release date. I will be responsible for notifying the above school regarding my SEVIS record.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_