



REED COLLEGE

OFFICE OF INTERNATIONAL STUDENT SERVICES
3203 SE Woodstock Boulevard, Portland, Oregon 97202-8199
phone: 503/517-5538

SEVIS Record Transfer Instructions

Students: Please complete this form and submit it to your current school's international student advisor (DSO or RO) with a copy of your Reed College acceptance letter to request the transfer of your SEVIS record. Please do not request a SEVIS record transfer until you have received your admission letter from Reed. For questions about this form, please contact International Student Services at iss@reed.edu or 503-517-5538.

Full Name (as it appears on your passport):

Date of Birth:

SEVIS ID Number:

- ("NXXXXXXXX" on top of I-20/DS-2019)

Reed Program Start Date:

Will you travel outside the U.S. before starting classes at Reed:

Yes No

- If yes, please provide the date you will leave the country:

Please transfer my F-1 SEVIS record to:

Reed College (POO214F00013000)

Please transfer my J-1 SEVIS record to:

Program Number P-1-02583 (Reed College)

Requested SEVIS transfer release date:

Student Signature:

Date:

TRANSFER INSTRUCTIONS FOR SCHOOL OFFICIAL

Reed College does not require DSO/ROs to complete and return transfer forms.

- If the student is in **active status**, please release the student's record on the appropriate date as decided with your student. If the student has indicated they will be traveling outside the U.S. before starting at Reed College, we would appreciate a release date at least 2 weeks in advance of the departure date, when at all possible.
- If the student is **out of status** and will require reinstatement, please contact us at iss@reed.edu or 503-517-5538 before transferring the record to Reed College.