

**REQUEST TO CLOSE SEVIS RECORD AND END RUTGERS VISA SPONSORSHIP**

**I. STUDENT INFORMATION**

Name: \_\_\_\_\_ RUID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Major/Area of Study: \_\_\_\_\_ Degree Level:  Bachelor's  Master's  Doctoral

Anticipated Date of Graduation: \_\_\_\_\_  
(mm/dd/yyyy)

**II. REASON FOR CLOSING SEVIS RECORD**

To comply with SEVIS, students must submit this form to the OIS prior to ending Rutgers's visa sponsorship. By completing this form you are authorizing the OIS to terminate your F-1 record and stop reporting your information to SEVIS. Failure to submit this form in a timely manner will result in automatic termination of your SEVIS record.

Please note the following:

- ❖ **If you plan to transfer to another school, apply for work authorization, or leave the U.S. temporarily, do not use this form. Please contact the OIS.**
- ❖ **If changing to U.S. permanent resident status (green card holder), please complete the *Request to Close SEVIS Record Based on Approved/Pending Permanent Residency Form***
- ❖ **If you will be outside the U.S. and plan to maintain legal status (i.e. Study Abroad, or research) do not complete this form. Please contact the OIS.**

Please provide details regarding your request to close your SEVIS record:

\_\_\_\_\_  
\_\_\_\_\_

Date you will depart the U.S.: \_\_\_\_\_

**OR**

Changing to another nonimmigrant status in the U.S. (such as H-1B). **You must also attach proof of your new status.**

- Nonimmigrant status you will be changing to: \_\_\_\_\_
- Date your new status will begin: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_