



# INTERNATIONAL STUDENT TRANSFER OUT FORM

Office of International Programs ♦ 21000 West Ten Mile Road ♦ Southfield, MI 48075  
Phone: 248.204.4100 ♦ Fax: 248.204.4115 ♦ international@ltu.edu

## GENERAL INFORMATION

International students studying on an F-1 or J-1 visa who wish to transfer to another school must complete this form and submit it to the Office of International Programs. Please allow 2 business days for processing, once all documents have been submitted.

## EXISTING COURSE REGISTRATION, TUITION AND FEES

Please note that students who have already registered for classes for future semesters **MUST DROP OR WITHDRAW** from those classes, per the University's drop and withdrawal processes. Students may be responsible for tuition and fees, pursuant to University policy. **EXISTING BALANCES SHOULD BE PAID BEFORE COMPLETING THE TRANSFER OUT PROCESS.** Contact Enrollment Services at 248-204-2280 for information on paying your balance and dropping or withdrawing from classes.

**COMPLETING THIS FORM DOES NOT DROP OR WITHDRAW YOUR CLASSES. STUDENTS ARE ADVISED TO DROP OR WITHDRAW FROM COURSES FOR WHICH THEY HAVE ALREADY REGISTERED FOR UPCOMING SEMESTERS.**

**Do not drop existing courses for the current semester unless you receive authorization to do so from an international student advisor; dropping your current courses without authorization may cause the termination of your SEVIS status, which could interfere with your ability to transfer to your new school.**

I have read and understand the preceding information about dropping or withdrawing from courses and paying existing balances. I am aware that it is my responsibility to drop/withdraw from courses for future semesters and to pay any balance. **INITIALS:** \_\_\_\_\_

## REQUIRED DOCUMENTS

International students who want to transfer to another school must provide the following documents:

- This form, initialed by the student in the previous section, and with the next section completed by the student
- Letter of admission to the new school
- Transfer in form from new school, signed by the student to authorize release of information to the new school
- Students' who are studying on a scholarship program from their home government must submit updated scholarship documentation, such as a financial guarantee, to prove that the government program sponsor approves of the transfer.

## TO BE COMPLETED BY THE STUDENT

NAME: \_\_\_\_\_ LTU BANNER ID: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SCHOOL TRANSFERRING TO: \_\_\_\_\_ \*REQUESTED SEVIS RELEASE DATE: \_\_\_\_\_

(The SEVIS Release date is when your SEVIS record will transfer from LTU's database to your new school's database so they can issue you a new I-20.)

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR

SEVIS ID: \_\_\_\_\_ STATUS: \_\_\_\_\_

- Has the student been enrolled full-time at LTU for at least 1 semester?  Yes  No
- Has the student provided an admission letter from the new school?  Yes  No
- Has the student provided a transfer in form from the new school?  Yes  No  Not required for this school

<b>OFFICE USE ONLY – NOT TO BE COMPLETED BY STUDENT</b>	
SEVIS transfer processed by: _____	Date: _____
Date that transfer form was faxed to new school (if different): _____	<input type="checkbox"/> IS SEVIS XFR HOLD