



# INTERNATIONAL STUDENT TRANSFER OUT FORM

## 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 the form and all required documents have been received.

## EXISTING COURSE REGISTRATION, TUITION AND FEES

Please note that students who are already registered for classes for future semesters **MUST DROP OR WITHDRAW FROM** their classes, via 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 HEREBY 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 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 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, with the top portion completed by the student
- Letter of admission to the new school
- Transfer in form from new school, signed by student to authorize release of information to the new school
- Current I-20 issued to you from Lawrence Technological University

## TRANSFER FEE

You may be subject to a transfer fee, please see your International Programs Office for more information. This is NOT a SEVIS transfer fee. Lawrence Tech will transfer your SEVIS record at the release date you request.

## TO BE COMPLETED BY THE STUDENT

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

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

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

SCHOOL TRANSFERRING TO: \_\_\_\_\_ REQUEST SEVIS RELEASE DATE: \_\_\_\_\_

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

### **INTERNATIONAL PROGRAMS USE ONLY:**

SEVIS transfer processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Transfer form faxed to new school date: Yes  No