

Transfer Out Information

Office of International Programs ♦ 21000 West Ten Mile Road ♦ Southfield, MI 48075
248.204.3160 ♦ international@ltu.edu

GENERAL INFORMATION

International students studying on an F-1 or J-1 visa who wish to transfer to another school must submit a transfer request 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 by completing and submitting the online form to the Office of International Programs you will be automatically dropped or withdrawn from any future semesters. If you transfer out during the middle of the semester, you are responsible for withdrawing from your current courses. If you transfer out after the drop/add period has ended, you will receive "W" grades for the semester and you will be responsible for tuition and fees. Contact Enrollment Services at 248-204-2280 for information on paying your balance. Lawrence Technological University will not release a transcript if a balance is unpaid.

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.

The Office of International Programs at LTU uses paperless forms. All forms are on our website: www.ltu.edu/international/ under the Forms & Documents (printable) tab. The direct link to the transfer out request form is <https://goo.gl/forms/QjTLeYeGiWkFpJkw2>.

In addition to completing the online form, you must also submit supporting documents in order to have your SEVIS record transferred to another school. Please email all supporting documentation to international@ltu.edu once the online form has been submitted. Please be sure all scans are clear & legible for fast processing.

REQUIRED DOCUMENTS

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

- 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.
 - Most schools require this, but there are some exceptions. Please check with your new school.
- Students who have never attended LTU must also submit copies of their I-94, visa and passport, including the U.S. entry stamp.
- Students who are studying on a scholarship program, such as one from their home government, must submit proof that the scholarship sponsor approves the transfer, such as a financial guarantee issued for the new school.

By submitting the online transfer request form, you are verifying that you have read and understand the preceding information about dropping or withdrawing from courses and paying existing balances; that it is the student's responsibility to drop/withdraw from courses for future semesters and to pay any balance. The submission of the online form also authorizes LTU to transfer your SEVIS record to the school mentioned in the form.