

Transfer Out Request Form

Section To Be Completed by Student:

1. Complete the information below and read the Statement of Understanding. Sign and date.
2. Return the completed form to the Office of International Programs **along with a copy of the Admissions letter** from your new school. If you are a new student to Marian University, you also must bring your I-20s, passport, visa, and I-94 printout.
3. The OIP will email you when your request is granted or if additional information is needed.
4. You are also required to complete the Undergraduate Withdrawal From University Form, available in the Registrar's Office in Marian Hall.

This form is used to transfer your F-1 SEVIS record to another U.S. school. The transfer must take place within 60 days of completing your studies at Marian University. You must begin classes at your new school during the next available term, or within 5 months- whichever is earlier- unless you are allowed an annual vacation. Please consult with an OIP advisor while considering a transfer and before submitting your Transfer Out Request.

I am requesting that Marian University transfer my SEVIS record to the following school:

Name of school: _____

Location of school (city, state): _____

Admission term at new school: _____

SEVIS Release Date* (dd/mm/yyyy): _____

Personal Email: _____

Telephone: _____

*The Office of International Programs cannot transfer your SEVIS record until your current term of enrollment ends.

Statement of Understanding

I understand the following:

- I must remain enrolled at Marian University until the end of the term before my transfer.
- I must maintain my status at Marian University until my SEVIS release date, which will be after the last day of classes in the term before my transfer.
- I must contact my new school to register for classes, check-in, and complete my new student orientation.

Last Name

First Name

Student's signature

Date