

# EMU F-1 Student Transfer Out Request

**Student to complete this section:**

\_\_\_\_\_  
Student First Name                      Student Last Name                      E \_\_\_\_\_  
EMU Student Number

Name of School you wish to transfer to: \_\_\_\_\_

SEVIS School Code: \_\_\_\_\_

Location of School you wish to transfer to: CITY \_\_\_\_\_

STATE \_\_\_\_\_

Desired Effective Date of Transfer: \_\_\_\_\_

Reason for Transfer: \_\_\_\_\_

I am hereby informing Eastern Michigan University of my intention to transfer to the above referenced institution. I understand that I am responsible for **paying all monies owed EMU *prior*** to being transferred and that I am **responsible to cancel any future classes** I have registered for. I plan to enroll in this school in the first term after leaving EMU (allowing for permissible vacation) and **will report to the Designated School Official** at this school within fifteen days after classes begin.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

***Schedule an appointment with an OIS Advisor for "transfer out"***

**Bring the following to your appointment:**

- This completed **Transfer Out Request**
- **Proof of admission** to new school
- If you have never attended school at EMU, please bring copies of your:  
EMU I-20, I-20 from new school, visa, passport & I-94

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***This Section to be completed by OIS advisor:***

Student Account Balance: \$ \_\_\_\_\_

All Courses Dropped

Banner Closed Out \_\_\_\_\_  SEVIS Transfer complete; Release Date: \_\_\_\_\_

Folder Closed Out \_\_\_\_\_  Filled transfer form for new school

fsaATLAS closed out \_\_\_\_\_ Faxed form on \_\_\_\_\_ gave form to student \_\_\_\_\_