EMU F-1 Student Transfer Out Request

Student Instructions: Please complete this form and return it to the OISS with proof of admission to the new school.

____________________  _______________  __________
Student First Name     Student Last Name     EMU Student Number

Name of school you wish to transfer to: __________________________________________
SEVIS School Code: ____________________________
(transfer-in school can provide this)

Location of school you wish to transfer to: CITY_________________________
                                            STATE_________________________

Desired effective date of transfer: ____________________________

Semester you will attend the new school: ____________________________

Reason for Transfer: ____________________________________________

The following must be attached to this completed 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, and I-94 card/printout

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 tuition & fees owed to EMU prior to being transferred and that I am responsible for canceling 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

This section to be completed by OISS advisor:

☐ Current courses dropped  ☐ Registered for next available term  ☐ yes ☐ no
Student Balance: $__________  ☐ SEVIS Transfer complete; Release Date: __________
Informed student of balance: ________  ☐ Filled transfer form for new school
Close out task ☐ yes ☐ no  Email form on ________ gave form to student ________