

# 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                      E \_\_\_\_\_  
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:***

- |   |   |
|---|---|
| <input type="checkbox"/> Current courses dropped                        | Registered for next available term <input type="checkbox"/> yes <input type="checkbox"/> no |
| Student Balance: \$ _____   | <input type="checkbox"/> SEVIS Transfer complete; Release Date: _____                       |
| Informed student of balance: _____                                      | <input type="checkbox"/> Filled transfer form for new school                                |
| Close out task <input type="checkbox"/> yes <input type="checkbox"/> no | Email form on _____ gave form to student _____  |