

F-1 TRANSFER OUT FORM

Please do not submit this form until you have been fully admitted to your new school, have chosen a specific transfer release date, and attached a copy of your acceptance letter to this form. Students who transfer should start their new academic program at the next available term. No longer than a 5 month break in studies is allowed.

SEVIS Transfer and Employment

Once your SEVIS record has been released to another school, you will no longer be eligible to work on campus at NDNU or on OPT authorized with your NDNU I-20. Contact an international student advisor at the new school for information about on-campus work eligibility there.

SEVIS Transfer and Withdrawal from the Term

Withdrawing from NDNU to transfer to another school during an academic term will result in you receiving a mark of "W" on your academic transcripts for any classes you did not complete. In the future, you may be asked to explain to an immigration official the details of why you received a "W" on your academic transcripts. It could complicate or compromise any future immigration applications, such as applying for a visa or a change of status to another visa type.

Last Name _____ First Name _____

Student ID _____ Phone _____

Personal Email _____

Final term enrolled at NDNU (circle one):

Fall Spring Summer Year: _____

New School Information

School Name _____

City/State _____

School SEVIS code: _____ International Office Contact _____

Term you will begin at new school (Circle one)

Fall Winter Spring Summer Year: _____

Date classes start at new school (month/day/year) _____

Do you need to withdraw from classes (circle) Yes No

Did you attach a copy of your acceptance letter (required)? Yes No

❖ You cannot proceed with this form without your acceptance letter

Please indicate when you would like your SEVIS record transferred to your new school (check one)

- Last day of academic term
- Middle of term (requires withdrawal from all classes) Date: _____
- Final date of assistantship or OPT employment (month/day/year) _____
- Other (month/day/year) _____
 - If other please explain: _____

Please sign to indicate that you understand the following important details:

- **All students:** I understand that this form must be complete and an acceptance letter attached to be eligible for a SEVIS transfer to occur. A complete withdrawal from the term will result in W's on my transcript and an immediate transfer of my SEVIS record.
- **Employed Students:** I understand that once my SEVIS record has been released to another school, I will no longer be eligible to work on-campus at NDNU or on OPT or CPT with my NDNU I-20.
- **Sponsored students only:** I understand that I must notify my sponsor of my departure from NDNU and obtain approval to attend my new school. I acknowledge that any financial or other sponsorship consequences are my responsibility. Under the terms of our agreement with sponsors, NDNU is required to provide departure information to sponsors each term.

Student Signature _____ Date _____

**IMPORTANT: A printed acceptance letter is required to get the signatures below
& [Leave of absence/withdraw form](#)**

Please note that signatures below must be collected in order.

International Student Advisor: _____ Date _____

- | | | |
|--|-----|----|
| • Withdrawal survey needed | YES | NO |
| • Record has been transferred in SEVIS | YES | NO |

**Please submit completed form and acceptance letter to the International Students Office or
iadmissions@ndnu.edu**