

**International Student
Transfer Out Form**



Complete the form and submit with a copy of your acceptance letter from the new school to oiaservices@una.edu.

- Processing may take as long as five (5) business days during busy times of the semester.
- Form submitted without the acceptance letter will delay processing,
- Transfer requests from a student with an outstanding balance may be processed after termination for “otherwise failing to maintain status.”

Part 1: About the Student

Family Name: _____ **Given Name(s):** _____

Student ID Number: L **SEVIS Number:** N

UNA E-mail: _____ **Phone Number:** _____

Do you have any holds at UNA? No Yes (please explain) _____

Do you owe any money to UNA? No Yes (please explain) _____

Do you receive a scholarship from UNA? No Yes (which scholarship(s)?) _____

Do you live in the residence halls or UNA apartments? No Yes (where?) _____

Do you currently work on-campus? No Yes (where do you work?) _____

Can you tell us a little about why you are leaving UNA?

Part 2: About the New school

Name of School: _____ **School SEVIS Code:** _____

Contact Name: _____ **Contact E-mail:** _____

SEVIS Release Date: _____

This is the date do you want the new school have access to your I-20. It must be after you finish classes or withdraw from classes and after you move out of university residence halls or apartments.

Please attach the following copies: Copy of Acceptance Letter at new school

Part 3: FERPA Release (Permission to share information about you)

By signing below, I state that:

- I have been accepted as a student to attend _____.
- I give consent for the University of North Alabama (UNA) and its staff to inform the school named above of any academic, criminal, disciplinary, financial, or non-immigrant status issues or obligations that occurred during my time at my former school.
- This consent is in effect immediately and shall remain in effect until revoked by me in writing to the appropriate office(s) at the University of North Alabama.

Sign Name

Date