

**International Student  
Transfer Out Form**

University of North Alabama  
Office of International Affairs



Complete and submit the form to a UNA Designated School Official (DSO) with a copy of your acceptance letter from the new school.

- Forms from a student with holds or with an outstanding balance will not be processed.
- Processing may take as long as five (5) business days during busy times of the semester.
- Incomplete forms will delay processing.

**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 (explain) \_\_\_\_\_

Do you owe any money to UNA?   No   Yes (explain) \_\_\_\_\_

Do you receive a scholarship from UNA?   No   Yes (which scholarship?) \_\_\_\_\_

Do you live in the residence halls or UNA apartments?   No   Yes (explain) \_\_\_\_\_

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

**Part 2: About the New school**

Name of School: \_\_\_\_\_ School Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

SEVIS Release Date: \_\_\_\_\_ (the date do you want the new school have access to your I-20)

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

**Office Use**

Date Received \_\_\_\_\_ by \_\_\_\_\_ Date Processed \_\_\_\_\_ by \_\_\_\_\_

Holds? \_\_\_\_\_ Balance Due? \_\_\_\_\_

Scholarship? \_\_\_\_\_ Residence Hall? \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_