

## Transfer Out Form – For Current W.U. Students

**Note:** Along with this completed and signed form, please also submit a copy of your acceptance letter to the new university/college.

**To be completed by student:**

Name: \_\_\_\_\_

WIN #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Name of university/college to which you are transferring:**

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- **Requested SEVIS Release Date:** \_\_\_\_\_  
mm/dd/yyyy

Note: The SEVIS Release Date is the date on which your SEVIS record will be electronically transferred to the new school. The new school cannot issue their I-20 until after they've received your SEVIS record from WU.

- I understand that ON or AFTER the release date, I **cannot** change this request in any way.
- I understand that I **cannot continue to work on campus** after the transfer release date (unless it is approved Optional Practical Training which will be canceled upon enrollment at the new school).
- I understand that if I have been approved for off-campus employment due to severe economic hardship that **it will become invalid** when I transfer to the new school.
- I understand it is my responsibility to contact the Office of International Programs if I decide to transfer to a different school or to cancel the transfer and continue at Washburn.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please be reminded:**

- It is your responsibility **to withdraw from any WU classes** in which you've pre-enrolled for the next semester.
- If a student leaves WU for one semester or more, it is necessary to apply for re-admission through the Office of International Programs.