

What Do I Need to Know to Transfer to a New School?

If you wish to transfer out of the University of Findlay and attend another university there are some simple steps you need to complete.

You need to provide:

1. **An acceptance letter on official school letterhead** from your new university saying that you've been accepted into their program.

2. **University of Findlay transfer form.** This form can be found online under the International Admissions and Services section of the U.F. web site. It will be found under "Forms" on the left hand side of the site. Please download the form and fill it out and bring it with your acceptance letter.

3. **The withdrawal form that is included in the transfer form download.** This form will withdraw you from your classes. Remember that if you withdraw from your classes before the end of the semester/quarter you will still owe the university money for tuition that term. If you are not registered for classes, you do not need to withdraw from them.

You should also contact your academic advisor and let them know your plans on transferring.

What Happens Next?

After we receive all your paperwork, we will transfer your SEVIS record to the new school. They will issue you a new I-20 to attend their institution. If you want your class transcripts transferred, you will need to contact the Registrar's Office at U.F.

How long does it take to transfer my SEVIS record?

Once we have all the required documents, it will take two days to transfer your SEVIS record.

Important Things to Know

A student must continue to attend classes until the withdrawal date on the withdrawal form. Failure to attend your classes could result in the termination of your I-20. Please do not move to your new school until you have completed everything at U.F. We will not complete your transfer until all required documents are submitted. You must attend the next available term of the new school with no more than five months between your withdrawal date and the next available term.

*** Administrative Fee: An Administrative Fee of \$2000 will be charged to any student who transfers prior to their initial registration or prior to the completion of their first term/session.**

**Please note that we will be reporting to The Department of Homeland Security any initial students who got a visa and I-20 for The University of Findlay and who immediately transfer out upon entering the U.S.



Immigration Transfer Release Form

If you plan to transfer from UF to another school, you must use this form to notify The International Admissions & Services office of your intent to transfer. An official acceptance letter from your new school must accompany this form for your record to be transferred. If you are registered for classes, you must fill out the Withdrawal Form to be dropped from your classes. Please complete all information on this form and return to The International Admissions & Services office.

STUDENT INFORMATION

Name: _____ UF ID#: _____

SEVIS # _N000_____

Phone: () _____ Email: _____@_____

Country of citizenship _____

Program of study _____

Semester you first started here _____

Have you met your financial obligations at the University of Findlay? Y or N

I understand that if I withdrawal from my classes before the last day of the semester/quarter that I will be charged for my classes? Y or N

NEW SCHOOL INFORMATION

Name of School: _____ Campus: _____

Phone: () _____ Fax: () _____

Program Start Date: _____ (mm/dd/yyyy)

Reason(s) for leaving:

- Other school is offering Graduate Assistantship, scholarship, etc.
- Cost of tuition
- Accreditation problems
- UF does not offer desired degree (Please write that degree name under
- 'Other')
- Moving closer to family/friends
- Other _____

Desired Release Date: _____ (mm/dd/yyyy)

Signature _____ Date: _____

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**INTERNATIONAL STUDENT WITHDRAWAL FORM
THE UNIVERSITY OF FINDLAY**

Name _____ Date _____

Social Security # _____ Student ID# _____

Permanent Address _____

Campus/Local Address _____

Email Address _____

Withdrawal Reason(s): _____

Student Signature

Effective Withdrawal Date

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PLEASE TAKE THIS FORM TO THE FOLLOWING OFFICES

Signature

Date

Intl Admissions and Services _____
(For Immigration Review of Status and Confirmation of Withdrawal Date)

Business Office _____
(To Verify Account Status)

Student Housing _____
(On-Campus Residents ONLY)

Registrar _____
(To Verify/Finalize Withdrawal)

OFFICE USE ONLY

Copies To: Student; Registrar; Business Office; Advisor