Northwestern Michigan College

International Student *Transfer Out* Form

For F-1 students wishing to transfer from NMC to another institution.

Student Information

Name _____ _____ _____
Surname/Family Name First/Given Name(s) Middle Name(s)

SEVIS #: _____ NMC Student ID: _____

Phone #: _____ Expected last day of attendance at NMC: _____

New School Information

Name of school to which you will transfer: _____

Phone #: (_____) _____ School SEVIS ID: _____

Required Items

1. HOUSING

☐ I **am not** living in the NMC residence hall or apartment (No signature required)

☐ I **am** living in the NMC residence hall or apartment (Signature of Residence Life Office required below)

The Residence Life Office has been notified by the student of transfer out

Printed Name _____ *Signature* _____ *Date* _____

2. TRANSFER SCHOOL ☐ I have attached a copy of my acceptance letter from this school (Required)

3. STUDENT FINANCIAL SERVICES

☐ I have notified Student Financial Services of my intent to transfer and all charges for my tuition and fees have been paid at NMC. (Signature of Student Financial Services required below)

The student listed above has paid all charges associated with his/her account at NMC

Printed Name _____ *Signature* _____ *Date* _____

You must provide a transfer release date in order for this request to be considered complete.

Transfer Release Date _____/_____/_____

Program Start Date at New School _____/_____/_____*
*Attach a copy of your admission acceptance letter**.**

NOTE: If you are currently on OPT, your OPT authorization will terminate immediately on the transfer release date.

I give permission for NMC to release the information requested on this form:

Student Signature: _____ *Date:* _____