

Transfer out procedures

- x If you plan to transfer from Lawrence to another U.S. school, you must use this form to notify Lawrence (your "current school") of your intent to transfer and to indicate the school to which you intend to transfer (your "transfer school"). Upon receipt of your completed form, we will update your record in the Student and Exchange Visitor Information System (SEVIS) as a "transfer out" and indicate the name of your transfer school and a transfer release date.
- x Although you may be applying to transfer out of the school you are currently attending, you must update the OPT authorization ends, which is earlier.
  
- x Please note that your transfer school will not be able to issue you a new SEVIS Form until the transfer release date. If you decide to cancel your school transfer you must notify us before the transfer release date. Once the transfer release date has been reached, Lawrence will no longer have access to your SEVIS record.
- x Before you leave Lawrence University, be sure to take care of financial obligations to the university, cancel your health insurance by contacting the ISS (if applicable) and notify your department or academic advisor of your departure.

Please complete the information below:

First name: \_\_\_\_\_

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Last name: \_\_\_\_\_

SEVIS ID#:

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