



OFFICE OF INTERNATIONAL EDUCATION

Transferring Out from Ferris State University

If you plan to transfer from Ferris State University to another school, you must use this form to notify Ferris State University (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, the International Student Advisor (ISA) will update your record in SEVIS as a “transfer out” and indicate the name of your transfer school and a transfer release date. Students requesting to have their records transferred cannot have holds on their accounts. Students must have holds cleared before immigration records will be transferred. Note: Although you may be applying to multiple new schools, the ISA may indicate only **one** transfer school in SEVIS.

_____		_____	
Student Name:		Date:	
_____		_____	
FSU ID#	Date of Birth	Phone #	E-mail

Current Address (include city, state & zip)			
_____		_____	
Name of School Transferring to		Transfer School's Phone #	

Transfer School Address (include city, state & zip)			

1. Have you officially been admitted to the new school?
 No Yes *(If yes, please provide official evidence, such as a letter from Office of Admissions)*
2. Do you have any plans to travel outside the U.S. between now and the start of classes at your new school?
 No Yes

When do you want your SEVIS record to be transferred _____
MM/ DD/ YYYY

- If you decide to cancel your transfer, you must notify the ISA **before** your transfer release date. Once the SEVIS record has been transferred Ferris will no longer have access to your record.
- Students must go to Timme Center to request a complete withdrawal from Ferris State University.

_____ _____
Student Signature Date