

## Transfer Out Form

*Students who wish to leave the University should fill out this form and return it to the Registrar's Office. Students who do not fill out this form may have their official documents placed on hold.*

LAST NAME: TOM FIRST NAME: SMITH

EMAIL: tomsmith@gamil.com

STUDENT ID: 123456 SEVIS ID: NOOO1234567

### NEW SCHOOL INFORMATION

SCHOOL NAME: XYZ UNIVERSITY

SCHOOL ADDRESS: 123 ABC EXPRESSWAY, SUNNYVALE, CA 12345

REASON FOR TRANSFERRING: \_\_\_\_\_

TRANSFER OUT DATE: \_\_\_\_\_

**NOTE:** HGU will have access to your SEVIS record until the transfer out date expressed above. Once the transfer out date is passed, only the school to which you are transferring will have access to your record. If you change your mind about transferring out of HGU and the transfer out date has passed, you must contact the above listed school. Students should note that some schools have policies that oblige students to attend their school for one semester before they transfer out to another university.

STUDENT SIGNATURE: TOM SMITH DATE: 01/28/2010

### FOR OFFICE USE ONLY

OISS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FINANCE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_