

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: _____ **FIRST NAME:** _____

EMAIL & CONTACT #: _____

STUDENT ID: _____ **SEVIS ID:** _____

NEW SCHOOL INFORMATION

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

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: _____ **DATE:** _____

FOR OFFICE USE ONLY

OISS SIGNATURE: _____ **DATE:** _____

FINANCE SIGNATURE: _____ **DATE:** _____