



### ELC Transfer Out Request Form

Section A: Student Information	
LAST (FAMILY) NAME in Passport:	FIRST NAME in Passport:
DATE OF BIRTH (mm/dd/yyyy)	DU ID Number:
I hereby authorize the release of any information necessary for this request and authorize any changes needed to complete my request.	
STUDENT SIGNATURE:	DATE:

ISSS sends all official communications, including important information about your immigration status, to your official @du.edu email address. It is important that you check this account regularly. For information regarding your DU e-mail, visit <http://www.du.edu/uts/helpdesk/docs/email.html>

**Have you informed the English Language Center of your transfer?**  Yes  No  
 \*ELC Students should contact the ELC front desk and follow their procedure for withdrawal with the Registrar

**Do you have a scholarship funded by your government?**  Yes  No  
 If yes, have you informed your sponsor that you are transferring?  Yes  No  
 \* Sponsors could require repayment of the scholarship if they have not approved the transfer.

**Are you currently working?**  Yes  No If Yes, what date do you plan to end your employment? \_\_\_\_/\_\_\_\_/\_\_\_\_  
 \* You must stop any DU-authorized employment before the SEVIS transfer release date.

SECTION B: New Institution Information		
Name of New Institution:	Name of Admission Contact	Phone Number:
		Email:
Date you want your SEVIS record transferred (mm/dd/yy): ____/____/____ Date you plan to start classes at the new institution (mm/dd/yy): ____/____/____ * Do not request a transfer of your SEVIS record until you have made a final decision about when and where you will transfer.		
Reason for Transferring:		
* Attach to this form a copy of your admission letter from the new institution to which you are requesting a transfer.		
Student Signature	Date:	

SECTION C: To be completed by ISSS Advisor	
Is student in status and eligible for transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SEVIS transfer release date: ____/____/____	
___ In fsaAtlas Bio tab, Change Database status to Archived.	___ In fsaAtlas Profile tab. Change <b>Profile</b> status to <i>Complete</i> .
___ In fsaAtlas Custom tab, enter the SEVIS release date	___ Change <b>Registered Hours</b> under Custom Profile Data to 0.
___ Return to Graduate Assistant	___ Authorize in SEVIS.
	___ Suppress any <b>SEVIS events</b> .

FOR OFFICE USE ONLY		
Assigned To:	Processing Checklist:	Processing Notes
_____	<input type="checkbox"/> Enrollment checked by _____ <input type="checkbox"/> GA processed ____/____/____ <input type="checkbox"/> ISA processed ____/____/____	