

Oklahoma City University

Transfer/Withdrawal Form for International Students

Before your I-20 is transferred to another institution, the following steps must be completed with signatures from the appropriate offices. Transfer to another institution requires that you are in good standing with immigration and with the university.

Please complete the following:

I, _____, OCU Student ID # _____, give permission to transfer my SEVIS I-20 record to the following school _____ for the following term _____

I understand that once the record is transferred, OCU will no longer be able to access my SEVIS record.

Signature _____ Date _____

Take the form to the following departments/offices for signatures. If you are pre-enrolled for the next term, you will need to withdraw from your classes at the Registrar's Office (step #2). All bills must be paid in full. Return the completed form to an advisor at the International Admissions Office.

1) Academic Department

I have met with the above student and approve the requested transfer.

Academic Advisor's Signature _____ Date _____ Academic Advisor's Comment _____

Dean's Signature _____ Date _____ Dean's Comment _____

2) Registrar's Office

- The above student was not currently enrolled for _____ (semester)
The above student was withdrawn for _____ (semester)

Registrar Signature _____ Date _____

Note to Student Accounts: Student has forgivable loan yes _____ no _____

3) Cashier's Office

The above student has paid all OCU bills in full.

Cashier's Signature _____ Date _____

If there is a balance on your account, you must make payment arrangements in the Cashier's Office.

The above student has a balance, and a payment arrangement has been approved.

Cashier's Signature _____ Date _____

4) International Student Office

I have approved the transfer. The SEVIS record has been transferred to

School _____ on _____ Date _____ DSO Signature _____