

Academic Program Transfer-Out Procedure for International (F-1) Students

Transfer Policy for F-1 Students

F-1 students are required to maintain legal status while studying in the U.S. This is also applicable while requesting to transfer out to another SEVP-approved institution. It is important to understand the university transfer policies and SEVP's regulations as it may affect your status during the transfer process. Students can be transferred out in *active*, *terminated*, or *completed* status.

All F-1 students must be enrolled in a full course load and maintain their status by attending classes until the transfer release date. F-1 students cannot request to transfer in the middle of a term and immediately stop attending classes. Such action would be a violation of status and, if it occurs, will result in the SEVIS record being terminated. Therefore, any students who stop attending classes prior to the transfer release date will be *terminated* for "Unauthorized Drop Below Full Course of Study".

Additionally, F-1 students are required to be in good academic standing in order to maintain their legal status. Students who are on academic probation or have fallen below the required GPA for your program level prior to transferring schools will be transferred in terminated status for "Failing to Maintain Status". Students who are transferred in *terminated* status must file an application for reinstatement of status with the new school. It is the student's responsibility to confirm with the Transfer-In School that they will accept students in terminated status.

Furthermore, students requesting to transfer out must submit an acceptance letter from the new school with the start date of classes listed along with the new school's transfer-in form. Students will also need to complete Westcliff University's transfer-out form/program withdrawal form and any other related documents and submit it to intlservices@westcliff.edu and studentservices@westcliff.edu.

In summary, in order to be transferred out in *active* status, students must:

1. Complete 2 consecutive sessions
2. Be in good academic standing
3. Must maintain status until transfer release date
4. Submit all required documents

Advising Sessions

As part of the transfer-out process, the F-1 student will be asked to meet with an advisor from Student Services and/or International Affairs Department to discuss the transfer out request. The advisor will discuss any concerns leading to the transfer out decision, will recommend any potential options available to support the F-1 student, and will ask for feedback on the student's experience at Westcliff University. After the advising session, it will then be determined if it is necessary for the student to meet with a secondary advisor or with the International Affairs Department to process the request.

Regarding any refund inquiries, please refer to the catalog for the Refund Policy and contact billing@westcliff.edu if you have any questions.

Transfer-Out Student Checklist:

- Meet with an advisor from Student Services
- Provide acceptance letter from the Transfer-In School
- Provide transfer form from the Transfer-In School
- Complete Westcliff University's F-1 Transfer and Program Withdrawal Form
- Contact Registrar's Office to ensure your financial account is cleared
- Meet with representative from the International Affairs Department



Office Use Only:
 Date Received: _____
 Date Completed: _____

F-1 Student Transfer-Out & Program Withdrawal Form

Students/School Information

Last/Surname: _____			First Name: _____			Middle Name: _____		
SEVIS ID#: _____				Student ID#: _____				
Address (Street/City/State/Zip): _____								
Date of First Initial Attendance: _____			Program of Study: _____			GPA: _____		
Transfer-In School Name: _____								
School Address (Street/City/State/Zip): _____								
SEVIS School Code: _____								
Requested Release Date of I-20: _____				Start Date at Transfer-In School: _____				

I am requesting to withdraw from my current program of study at Westcliff University for the following reasons: HEALTH FAMILY FINANCIAL WORK OTHER

Please provide a brief explanation:

As part of my program withdrawal, I would like to be withdrawn from the following courses:

Note: Please see the Westcliff University Tuition Refund policy for additional information related to the return of funds paid.

Course Code	Course Name	Location	Semester	Section #

I certify that I have been admitted to the school named above. I have read and understand that Transfer-Out Policy. I also understand that once my SEVIS record is released to the new school on the requested SEVIS release date indicated above, the International Affairs Office at Westcliff University will no longer have access to my immigration record. I have read and completed the transfer policies listed on this transfer-out form.

Signature: _____ Date: _____



Office Use Only:

Date Received: _____

Date Completed: _____

Office Use Only

Date Received: _____ Received By : _____

International Affairs

Rep Initial: _____ Date SEVIS Record Released: _____

Requirements Met: Yes ____ No ____

Registrar or Departmental Approval

Effective Date of Withdrawal: _____

Approved

Not Approved

Name: _____ Title: _____

Signature: _____ Date: _____

Student Services/ Technology Department

Registration updated in SIS Date Completed: _____ Initial: _____

Registration updated in GAP Date Completed: _____ Initial: _____

Registrar Notified Date Completed: _____ Initial: _____

Student Notified Date Completed: _____ Initial: _____

Name: _____ Title: _____

Signature: _____ Date: _____