



Policy Title: International Student Transfer Out Policy and Procedure

Policy Number: ISO.108

Policy Owner: Director of International Student Office

Responsible Office: International Student Office

Revision Date: 11/16/2017

1. Purpose and Scope

The purpose of this policy is to comply federal regulations governing international students in regard to school transfers found in the USCIS code of federal regulations in section 8 214.2(f)(8). The regulations state that the student must follow certain transfer procedures in order to remain in status. Following this procedure also helps ensure that accurate student records are maintained by NAU.

2. Policy

A student who is maintaining status may transfer to another SEVIS approved school by following the notification procedure. However, an F-1 student is not permitted to remain in the United States when transferring between schools or programs unless the student will begin classes at the transfer school or program within 5 months of transferring out of the current school or within 5 months of the program completion date on his or her current Form I-20, whichever is earlier. In the case of an F-1 student authorized to engage in post-completion optional practical training (OPT), the student must be able resume classes within 5 months of transferring out of the school that recommended OPT or the date the OPT authorization ends, whichever is earlier. An F-1 student who was not pursuing a full course of study at the school he or she was last authorized to attend is ineligible for school transfer and must apply for reinstatement, or, in the alternative, may depart the country and return as an initial entry in a new F-1 nonimmigrant status.

3. Procedures

An F-1 student is eligible to transfer to another school or program of study. To start the process of transferring, the student must bring the following to North American University's Designated School Official (DSO):

- Written confirmation of acceptance to another Student and Exchange Visitor Program (SEVP)-certified school
- Contact information for the transfer-in university's DSO
- The Student and Exchange Visitor Information System (SEVIS) school code for the transfer-in school

NAU's DSO will then work with the student and the DSO at the transfer in university, to choose a transfer release date. This date is when DSO at the transfer-in school takes responsibility for the student's SEVIS record. Several factors go into selecting this date:

- Academic needs
- Travel and employment plans
- Projected start date of new program

Once the transfer release date arrives, the DSO at North American University will not have access to the SEVIS record, and the transfer-in university DSO can create a new Form I-20, "*Certificate of Eligibility for Nonimmigration (F-1) Student Status*". It is important to get a new Form I-20 (signed by the transfer in DSO and the student) as soon as possible) to maintain status and register for classes.

4. Who Should Read This Policy

- Students
- Vice President of Administrative Affairs
- Registrar's Office

- Admission's Office
- Provost, Department Chairs, and Academic Advisors
- International Student Office

5. Related Documents and References

- 8 C.F.R. § 214.2(f)(8)
- Official Withdrawal Form

(8) School transfer --

(i) A student who is maintaining status may transfer to another SEVIS approved school by following the notification procedure prescribed in paragraph (f)(8)(ii) of this section. However, an F-1 student is not permitted to remain in the United States when transferring between schools or programs unless the student will begin classes at the transfer school or program within 5 months of transferring out of the current school or within 5 months of the program completion date on his or her current Form I-20, whichever is earlier. In the case of an F-1 student authorized to engage in post-completion optional practical training (OPT), the student must be able resume classes within 5 months of transferring out of the school that recommended OPT or the date the OPT authorization ends, whichever is earlier. An F-1 student who was not pursuing a full course of study at the school he or she was last authorized to attend is ineligible for school transfer and must apply for reinstatement under the provisions of paragraph (f) (16) of this section, or, in the alternative, may depart the country and return as an initial entry in a new F-1 nonimmigrant status. (Revised effective 1/1/03; [67 FR 76256](#))

(ii) Transfer procedure. To transfer schools, an F-1 student must first notify the school he or she is attending of the intent to transfer, then obtain a Form I-20 A-B, issued in accordance with the provisions of [8 CFR 214.3\(k\)](#), from the school to which he or she intends to transfer. The transfer will be effected only if the F-1 student completes the Student Certification portion of the Form I-20 A-B and returns the form to a designated school official on campus within 15 days of beginning attendance at the new school.

(A) SEVIS school to SEVIS school. To transfer from a SEVIS school to a SEVIS school the student must first notify his or her current school of the intent to transfer and must indicate the school to which he or she intends to transfer. Upon notification by the student, the current school will update the student's record in SEVIS as a "transfer out" and indicate the school to which the student intends to transfer, and a release date. The release date will be the current semester or session completion date, or the date of expected transfer if earlier than the established academic cycle. The current school will retain control over the student's record in SEVIS until the student completes the current term or reaches the release date. At the request of the student, the DSO of the current school may cancel the transfer request at any time prior to the release date. As of the release date specified by the current DSO, the transfer school will be granted full access to the student's SEVIS record and then becomes responsible for that student. The current school conveys authority and responsibility over that student to the transfer school, and will no longer have full SEVIS access to that student's record. As such, a transfer request may not be cancelled by the current DSO after the release date has been reached. After the release date, the transfer DSO must complete the transfer of the student's record in SEVIS and may issue a SEVIS Form I-20. The student is then required to contact the DSO at the transfer school within 15 days of the program start date listed on the SEVIS Form I-20. Upon notification that the student is enrolled in classes, the DSO of the transfer school must update SEVIS to reflect the student's registration and current address, thereby acknowledging that the student has completed the transfer process. The transfer is effected when the transfer school notifies SEVIS that the student has enrolled in classes in accordance with the 30 days required by [§ 214.3\(g\)\(3\)\(iii\)](#). (Added effective 1/1/03; [67 FR 76256](#))



NORTH AMERICAN UNIVERSITY

INSPIRATION INNOVATION GLOBAL COMPETENCE

Official Withdrawal Form

| | | |
|----------------------------|---|-------------------------|
| Student Name | | Date |
| Student Number | Classification (Freshman, Sophomore, etc) | Last date of attendance |
| Telephone Number | | Email |
| Forwarding Mailing Address | | |

| | | | |
|----------------------------------|-----|----|---|
| Do you plan on returning to NAU? | Yes | No | If you plan on returning, when do you plan to return? |
|----------------------------------|-----|----|---|

| What is your reason for withdrawing? | |
|--|--|
| Health Reasons | Visa Issues |
| Military | Personal Issues |
| Lack of transportation | Financial Difficulties |
| Received a job offer outside my area of study | Other: (please elaborate below) |
| Received a job offer within my area of study | |
| Transferring to another institution (select reason for transferring below) | |
| Financial | Relocation |
| Personal Issues | Changing to a Major not offered at NAU |
| Dissatisfied with NAU (please elaborate below) | Other: (please elaborate below) |

It is highly encouraged that students visit their advisors, the Financial Aid office and the Bursar's office prior to withdrawal. Students should make note of the following:

STUDENTS RECEIVING FINANCIAL AID — Students who withdraw from classes may owe financial aid back to the University based on federal regulations that require a refund calculation to determine the Federal Title IV Funds earned. Any future financial aid may be canceled. If a student withdraws prior to the Official Reporting Day of a term, all state and institutional aid will be canceled and the student will owe this to the University. Withdrawing from classes impacts Satisfactory Academic Progress standing and may cause a student to lose future financial aid eligibility. Students receiving a University scholarship may lose scholarship eligibility.

INTERNATIONAL STUDENTS HOLDING F-1 OR J-1 STUDENT VISAS — Federal regulations require students who received visas to study at the University to fulfill certain obligations and that by withdrawing from school, a student's visa status may be in jeopardy. All F-1 and J-1 students should speak with the ISO prior to withdrawing.

STUDENT HOUSING — Students who withdraw from the University are not automatically relieved of financial obligations to the Housing Department. All students residing in housing should consult their housing contract prior to withdrawing.

MEAL PLANS — Students who withdraw from the University are not automatically relieved of financial obligations in regards to their Meal Plan. All students who are currently signed up for a meal plan should consult their meal plan agreement prior to withdrawing.

THE UNIVERSITY DOES NOT ASSUME RESPONSIBILITY FOR LOST OR REDUCED REFUNDS, LOSS OF FINANCIAL AID OR OTHER ENTITLEMENTS IF YOU FAIL TO SEEK ADVISMENT FROM THE APPROPRIATE OFFICES.

I, the undersigned, understand that a withdrawal from classes may have various academic implications including my degree plan, course requirements, prerequisites and other college policies. For more information, I will consult with my academic advisor directly.

I understand that I may have an outstanding balance which, if unpaid will prevent me from future enrollment, ordering transcripts or utilizing other university services until paid in full. I understand that additional fees may be applied to any unpaid balance.

I further understand that my withdrawal from all classes is effective the date this form is processed and my partial refund, if any, will be calculated based on that effective date and in accordance with the published refund schedule. Any forms faxed outside business hours, during weekends or holidays will be processed and effective the next business day.

I further understand that I am dropping ALL classes and withdrawing from the University.

| | |
|-------------------|------|
| Student Signature | Date |
|-------------------|------|