



FOR ADMINISTRATION ONLY

- DEACTIVATE GL
- DEACTIVATE QB
- TRANSFER SEVIS

TRANSFER OUT REQUEST FORM

Please submit this completed form along with a Letter of Admission from the institution to which you intend to transfer to LIT Administration to complete the transfer-out process

STUDENT INFORMATION

Student's Full Name: _____ Date of Birth: _____

Current Resident Address: _____

Phone Number: _____ SEVIS ID Number: _____

TRANSFER SCHOOL INFORMATION

Name of Transfer School: _____

Advisor's Name: _____ Advisor's Email: _____

Phone # to International Office: _____ School SEVIS Code: _____

*Is this transfer to an **Academic Program** **ESL Program**

*Requested Transfer Release Date: _____ Start Date at New School: _____

*** Transfers will not be processed without a date and are subject to approval ***

NOTE: Students who wish to transfer in "Active" status in SEVIS to other schools

- Must be in "Good Academic Standing"
- Must not owe any money to LIT

By signing below, you are requesting and authorizing the Administration of The Learning Institute of Texas to release your SEVIS records to the institution named on this form

Print Name

Signature

Date (MM/DD/YYYY)