



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.

STUDENT INFORMATION

Family (Last) Name	First Name	SEVIS #
Level	Phone Number	Email Address
Address		

TRANSFER SCHOOL INFORMATION

Name of Transfer School	Advisor's Name	Advisor's Email
Phone # to the International Office	Fax # of International Office	School SEVIS Code

*Is this transfer to an **Academic** / **ESL Program** (*please circle one*)

*Requested Transfer Release Date ____/____/____ Start Date at New School ____/____/____

**The transfer will not be processed without a date and is 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*
- LIT requires F-1 students to complete a minimum of one semester/two consecutive sessions before becoming eligible to transfer-out. The transfer release date will be the end of the current session.*

I give The Learning Institute of Texas authorization to release my SEVIS records to the institution named on this form:

Name (please print)	Signature	Date (MM/DD/YY)
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