International Student Transfer-out / Departure Request

Today’s Date: _____________________________

Student Name: ___________________________________________ Student I.D. # ________________________________

Mailing Address outside of the United States ______________________________________________________________

Number ___________________________________________ Street _____________________________________________

City ___________________________________________ State ___________________________________________ Country ___________________________________________ Postal code _________________

Home Phone# ___________________________ Cell # ___________________________ Email ___________________________

SEVIS I.D. number: ________________________________________________________________

Instructions: Please (v) one and complete ONLY the section that applies to you.

TRANSFER – A copy of your acceptance letter from the school you wish to attend is required.

Name of School you are transferring to: ______________________________________________________________

Semester or Quarter Start date: _____________________________

WITHDRAW / Completion of Program (circle one)

(Students who do not complete a course of study do not have a grace period to leave the country. Students who withdraw from school must return to their home country immediately) Must attach a copy of your airline ticket.

Reason you are leaving Irvine Valley College: ______________________________________________________________

Completion date: _____________________________ Departure date: _____________________________

Note: Health Insurance refunds will only be processed if an airline ticket is attached to this form and a mailing address in your home country is provided. (If you paid your health insurance plan with a credit card, you will receive credit on the credit card account used)

FOR OFFICE USE:

TRANSFER AND SEVIS RELEASE ________ INSURANCE REFUND REQUEST ________ “V” HOLD ________

DATE DATE DATE

STAFF NAME ___________________________ SIGNATURE ___________________________

H:\International Student Ctr files\Forms\Current forms