

International Student Transfer Out Checklist

Please inform the OIP of your intent to transfer as early as possible, as there is a transfer process that international students must follow to preserve their immigration status. This is particularly important if you plan to travel out of the US before reporting to your new school. If this is your intent, you must re-enter the US using the new school's I-20, not your UWS I-20.

*Your SEVIS record will usually be released to your new school at the end of a semester. If you need an earlier date, please let me know. **Be advised that you may no longer work on campus after your record is transferred to your new school.***

Make sure you complete the following **before** leaving UW-Superior:

- Bring your **letter of acceptance** and your **transfer form** from your new school to the OIP. These documents must be on file before the transfer can be processed. We will then determine your transfer eligibility, and set a **transfer release date** in SEVIS.
- Consult with Kim if you plan to travel out of the US before beginning classes at your new school.
- If you have a Beecroft grant, contact Tatiana to confirm that you have worked all of your Beecroft hours.
- Make an appointment with Mark for an exit interview.
- If you live on campus, make an appointment with the Director of Residence Life for an exit interview. Also make sure to follow the proper check-out procedures. See a Residence Life staff member to find out what you need to do.
- Check with the Cashier's Office to be sure you do not have any unpaid charges on your bill.
- If you have already registered for the upcoming term, be sure to go online and **drop all of your classes** through your e-hive account. If you forget to do this, you will be charged a withdrawal fee as of the first day of classes.

Note: If you are transferring after fall semester, you may wish to ask your new school if they will accept your UWS insurance policy for the remainder of the academic year. It is good worldwide, and will cover you through August 21. Please ask us for a current brochure showing the coverage provided by our policy. You can also find it on our forms page at: www.uwsuper.edu/oip/intl_curr/forms.cfm