F-1 students must inform ISSS of their intended course of action when leaving UD. This form is intended for students who are leaving the University to attend classes at another US institution.

You must first meet with an ISSS staff member to determine an appropriate time to transfer your SEVIS record and remain registered for classes until your SEVIS record is released. If you drop your classes before the release date, your SEVIS record will be terminated.

Submit a copy of the acceptance letter from your new school along with this form.

PART A: TO BE COMPLETED BY STUDENT

Family Name_________________________ First Name_________________________

Student ID_________________________ SEVIS ID: N00_________________________

U.S. Address______________________________________________________________

Street name and number       City       State       Zip Code       Phone

Please check the appropriate box reflecting your status:

☐ I am currently enrolled and attending the University of Dayton.
☐ I have graduated and I am within my 60 day grace period.
☐ I will graduate at the end of this semester.
☐ I am on authorized Optional Practical Training.
☐ I am a new F-1 student who has yet to enroll at UD
☐ Other:__________________________

Do you intend to return for a later term? If yes, please indicate which term.__________________________

Why are you leaving the University of Dayton?________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Is there anything we could do now or could have done to make a difference in your decision to leave?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I have been approved by ISSS to transfer my SEVIS record on (mm/dd/yyyy)______________

Last update: 04/07/2016
PART B: TO BE COMPLETED BY OFFICE OF THE STUDENT ACCOUNTS

Note: If you do not resolve outstanding items on your Office of Student Account, you will not be able to request a transcript. Furthermore, delinquent Office of Student Account accounts may be sent to collections, which may have a negative impact on your credit history.

Does the student’s account have a balance? ☐ Yes ☐ No

If “Yes,” what is the amount and category of the remaining charges?

Name_____________________________ Date________________________

Phone________________

PART C: TO BE COMPLETED BY YOUR ACADEMIC ADVISOR

If the student has not graduated, s/he is advised against withdrawing from classes before this form is processed. Dropping classes without approval will jeopardize the student’s immigration status. You will be notified by email when the student is authorized to drop classes.

What academic factors may have compelled the student to leave/transfer?

__________________________________________________________________________________

If the student has stopped going to classes, when was his/her last date of attendance?

Name_____________________________ Date________________________

Phone________________