



Western Oregon University Exit Procedures for Transfer Students

Students who are **transferring out** of WOU must do the following before departing:

ALL DEPARTING STUDENTS MUST:

- Complete a **Notice of Departure** form with the International Students & Scholars Affairs office. Your foreign and forwarding address and email will need to be updated for future contact.
- Complete the ISSA Exit Survey online at <<http://www.surveymonkey.com/s/TQY6Q2W>>.
- Withdrawal from any classes you have already registered for (approval will need to be given from ISSA before notifying the Registrar's office).
- Verify in Wolf Web or at the Cashier's office that your account has a \$0 balance on the day of exit. Pay any money owed, or make sure you receive a refund for any insurance, if any.
- If working on campus, notify your employer and give the Payroll office at least 5 business days notice to print your final check. Do not work during these 5 days.
- If living in the residence halls, students must inform the University Housing office of departure and properly check out of the room or you may accrue improper check-out fees.
- If on the ICSP scholarship, contact Ambre Plahn in writing at <plahna@wou.edu>.

STUDENTS TRANSFERRING OUT MUST:

- Complete the Departure paperwork, Exit survey (online) and the Transfer-out form.
- Hand in, fax, or email a copy of the admission letter from the new school.
- Confirm that you will start attendance at the new school at the next available term, or within 5 months of taking full time classes (which ever is sooner).
- Usually the new school will require the student and the current international student advisor to complete a "Transfer-In form". The WOU International Student Advisor will fill it out and fax it to the new school.
- Students on a Government Scholarship will need to provide a copy of the new financial guarantee for the new school, or a bank statement before the SEVIS record can be transferred.
- Any student holding a J-1 visa who wishes to transfer to a new school needs to meet with an International Student Advisor.
- After the transfer release date, you will need to contact your new school to issue a new I-20 or DS-2019.

All required documents for a transfer must be turned in to an International Student Advisor **BEFORE** the start of the term you will transfer. Students are advised against transferring after the first day of the classes. To maintain immigration status, students need to be enrolled in classes full-time until the transfer-out date.

Important information about transferring out of Western Oregon University:

- Although you may be applying to multiple new schools, Western Oregon University may only transfer your SEVIS record **once**.
- If you decide to cancel your school transfer, you must notify ISSA office **before** the transfer release date because WOU will no longer have access to your SEVIS record after that date.
- After your SEVIS record is transferred, you no longer eligible for on-campus employment at WOU.
- After your SEVIS record is transferred, any OPT, CPT and off-campus employment authorized on your WOU I-20 form is automatically cancelled.
- If you plan to travel outside the U.S. after your SEVIS record has been released to a new school, you must reenter the U.S. with the I-20 issued by the new school. Please communicate with your new school about getting a new I-20, and about travel and reentry.