

INSTRUCTIONS

In order for us to process your request, we must receive the following information:

- Completed *SEVIS F-1 Transfer-Out Request Form* (This form)
- An admission letter from your new institution
- A transfer clearance (form or email) from a Designated School Official (DSO) at your new school

NOTE: You must withdraw from your Mercer classes prior to the term start or you will be charged for the next term. *Dropping out of classes after the start of a term will result in non-refundable charges to your Mercer account.*

STUDENT INFO

LAST NAME	FIRST NAME	SEVIS ID
MERCER UNIVERSITY ID#		SCHOOL / COLLEGE / PROGRAM
CELL PHONE	MERCER UNIVERSITY EMAIL ADDRESS	

TRANSFER AUTHORIZATION

I authorize Mercer University to transfer my I-20 document at the end of the current term upon receipt of the acceptance letter from the school indicated below. I understand that if I am not graduating, I must withdraw from classes before completing the transfer process. I also understand that I must pay all balances owed to Mercer University as listed in my MyMercer student account.

STUDENT SIGNATURE	DATE
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TRANSFER SCHOOL INFORMATION

SCHOOL NAME	CLASS START DATE	REQUESTED SEVIS RECORD RELEASE DATE
SCHOOL CONTACT PERSON	CONTACT PERSON TITLE	Reason(s) for leaving Mercer University: <input type="checkbox"/> Completed program at Mercer <input type="checkbox"/> Financial issues <input type="checkbox"/> Academic issues <input type="checkbox"/> Family issues <input type="checkbox"/> Other (Please explain)
SCHOOL CONTACT EMAIL	SCHOOL CONTACT PHONE	