

Transfer-Out Checklist

1. Discuss your intention to transfer with your Academic Advisor and [International Programs](#).
2. Review the [Instructions for Transferring to Another School as an F-1 Student](#).
3. [WarriorWeb](#): Withdraw from the next term (if needed) and download your unofficial transcripts.
4. [Canvas](#): Download course syllabi, which you may need to transfer credits to another school.
5. Order your [Official Transcript](#) and complete the [Address Change Form](#).
6. Notify [Housing & Residence Life](#) if you need to cancel housing/meal plan.
7. Select a transfer date. Please note that work authorization (CPT/OPT) ends on the transfer date. If you are traveling outside the U.S., discuss your travel dates with both LC State [International Programs](#) and the new school.
8. Tax considerations: If you have a taxable room and board scholarship, notify Student Accounts of your new U.S. address so they can send your 1042-S tax form . Retain your login information from your workplaces (Luma, Sodexo, off-campus employer) so you can retrieve your W-2 form(s) in January/February.
9. Complete this Transfer-Out Form and send to [International Programs](#).
10. Send [International Programs](#) a copy of the acceptance/admission letter from your new school and (if available), the new school's transfer-in form.

All accounts (WarriorWeb, email, Canvas) will be disabled one year after non-attendance or graduation

Acknowledgement and Release

Student Information

| | | | |
|---------|-------|------------|-------|
| Name | _____ | Warrior ID | _____ |
| Address | _____ | Phone | _____ |
| | _____ | Email | _____ |

Transfer-to School Information

| | | | |
|----------------|-------|------------|-------|
| School Name | _____ | DSO Name | _____ |
| School Address | _____ | DSO Email | _____ |
| | _____ | SEVIS Code | _____ |

Student acknowledgement and release: I have reviewed the [Instructions for Transferring to Another School as an F-1 Student](#) and Transfer-Out Checklist and I hereby authorize a Designated School Official (DSO) at LC State to transfer my SEVIS information/record to the school specified above.

| | | | |
|-------------------|-------|------|-------|
| Student Signature | _____ | Date | _____ |
|-------------------|-------|------|-------|