

Transfer Out Request Form

Please fill out and sign the first section of this form, then send it, with your **official acceptance letter** from your new school, to the International Student Office at Cambridge College. Incomplete or unsigned forms may cause delays in processing your transfer-out request. **Please note that your record cannot be released if you do not have an official acceptance letter from your new school.**

In order to officially withdraw from Cambridge College, you must complete the “Withdrawal from the College Form”: https://www.cambridgecollege.edu/sites/default/files/file_uploads/reg-withdrawal-fillable-040521.pdf

To be completed by student

Last Name: _____ First Name: _____

SEVIS ID number: _____ Date of birth: _____
mm/dd/yyyy

Transfer-in school: _____
School name City, state

When would you like your record released to your new school? _____
mm / dd / yyyy

» Do you have an acceptance letter from this school? Yes No

» Do you intend to travel outside the U.S. **before** your new **program start-date**? Yes No

I hereby grant permission for Cambridge College to transfer my record to the above-named school.

Student’s signature: _____ Date: _____



To be completed by the International Student Office at Cambridge College

1. **Student's F1 status is** (please select one):

Active – currently attending **Active** – in 60-day grace-period. I-20 end-date: _____

Active – post-completion OPT. Student's OPT valid from: _____ to _____

Completed. Date completed: _____ **Terminated**. Date terminated: _____

2. Is the student in **good standing** with Cambridge College? Yes No

Comments: _____

3. **Student’s record will be released on:** _____ (date) OR Upon receipt of acceptance letter

Student's record will be released to the following School Code: _____

Comments: _____

Cambridge College official completing this form

P/DSO’s Name: _____

Date: _____