



Course Withdrawal and SEVIS transfer out form

F-1 Transfer out eligibility:

- You should not be registered for any courses in the upcoming semester.
- You do not have an outstanding balance with Lewis University.
- You must be admitted to the new school and have a program start date within 30 days.

Section 1: to be filled out by the student

Complete/legal name:	
SEVIS ID:	
Lewis ID:	
Program of Study:	
Entry term at Lewis:	
Desired Transfer Out Date:	

Section 2: New School Information

School Name:	
School City & State:	
School SEVIS Code:	
Program Start Date:	
Level of Study:	

Section 3: Success Coach/ Academic Advisor Acknowledgement

Note: this section is not applicable for students on OPT and STEM OPT.

By signing Section 3 of this form, I confirm that the student listed above has dropped/withdrawn from all courses for the current semester. This signature verifies the student's academic status for the current term.	
Advisor Signature:	
Advisor Name:	
Date Signed:	

Section 4: Student Acknowledgement – please read and check all boxes.

☐ I am withdrawing my enrollment from Lewis University, forfeiting any tuition payments/ deposit.	
☐ I authorize ISGSS to transfer my SEVIS I-20 to the school listed in Section 2.	
☐ I understand that I should contact my new school for any updates after the transfer out confirmation.	
☐ I understand that the F-1 transfer out eligibility is subject to review and approval by the ISGSS office.	
Student Signature:	
Student Name:	
Date Signed:	

Next steps: Once all sections are complete and signed, the student should upload this form to the ISGSS: F-1 Transfer Out Google Form. Complete instructions can be found here: <https://www.lewisu.edu/student-services/iss/transfer-away.htm>