

Transfer Out Form



Office of International Student Affairs
1002 N. First Street, Vincennes, IN 47591
Phone: 812-888-4156 | Fax: 812-888-5572
Email: intstudent@vinu.edu

To transfer out of Vincennes University to another U.S. educational institution, you must notify the Office of International Student Affairs of your intent to transfer by completing the form below and providing your acceptance letter from your perspective new school. The transfer must take place within 60 days of completing studies at VU.

SECTION A: TO BE COMPLETED BY THE STUDENT

Family Name:	Given Name:	Middle Name:
VU A#:	SEVIS Number:	

Full Name of New Institution:	
City:	State:
Date you will begin at the new institution: MM/DD/YYYY	
Contact information for the International Office at new institution: Phone _____ Fax _____	

***Please provide a copy of proof of admission to transferring institution.**

My transfer out date will be: (usually the last day of your last semester at VU.)

Month:	Day:	Year
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Student Signature: _____ Date: ____/____/____

Note: VU will have access to your SEVIS record until the transfer out date expressed above. Once the transfer out date has passed, only the institution to which you are transferring will have access to your SEVIS record.

SECTION B: TO BE COMPLETED BY INTERNATIONAL STUDENT AFFAIRS

Keep a copy of transfer out form and admissions letter in the file.	
Proof of Admissions Confirmed: Yes	
DSO Name:	SEVIS Release Date:

Signature: _____ Date: ____/____/____