



Office of International Student Services

Transfer Process to transfer away from NCWU to another college or university

- Inform International Student Director (Dawn Turner) and your academic advisor with plans to transfer ahead of time. Also Email International@ncwu.edu
- Email campus departments—Residence Life, Student Affairs, Business Office, and Bookstore and ask if you are cleared.
- To send your transcript to the other school--- go to ncwu.edu > Academics > Registrar > Order a Transcript. If you are not cleared with the Business Office, your transcript will not be released to the school to which you are applying.
- Request the SEVIS record transfer form from your new school. Fill it out.
- Send the completed SEVIS record transfer form from the other college AND the acceptance letter via email to International@ncwu.edu. Note: the transfer cannot be completed until you have signed the top portion giving permission for your information to be released.
- Email the International@ncwu.edu with the information stating that you have been cleared in all NCWU departments.
- Email the Registrar's office and inform them of your transfer and complete the official student withdrawal form.
- The International Student Services department will complete the transfer form and release your SEVIS record to the new school. (Please allow five to seven days for completion of the transfer.)