New International Student Transfer Out Request Form

Please attach the Transfer Certification Form and a copy of your Acceptance Letter from your transfer school and fill out numbers 1 through 9 below.

1. I have been admitted to and am requesting that my records be transferred to:

   Name of Transfer Institution

2. Please make the transfer effective: ____________________________  Transfer Date

3. The reason for my transfer is:

   ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

4. "I understand that I am responsible for a $2500 administrative fee, which is payable by credit card, check, or money order to the Office of the Bursar. If my charges are not paid when due, I agree to pay NYIT all fees and costs associated with the collection of my delinquent account. In addition to payment of the principal amount due, the additional fees and costs may include collection agency fees constituting 33 to 50 percent of the principal amount due if NYIT engages a collection agency to collect payment; legal fees of 33.3 percent of the principal amount due if NYIT engages legal counsel to collect payment; any and all interest on the outstanding balance at the maximum legal rate allowed by law and; any and all other costs associated with collection of the amount due NYIT. I understand my obligation to pay these additional fees and costs associated with collection of my delinquent account."

5. Signature: ________________________________________________

6. Print Name: ______________________________________________

7. NYIT Student ID#: _________________________________________

8. Today's Date: ______________________________________________

9. Contact Phone: ____________________________

10. Email: __________________________________________________

Comments or Special Requests:

_________________________________________________________________

_________________________________________________________________

DSO: ____________________________  Completed: ____________________________

Revised fall 2016