

Notice of Intent to discontinue attendance at LBCC

To be used for **Transfer-out request - Program Completion, or Emergency Withdrawal.**

Name: _____ Student ID# _____
Family Name/ Last Name, First Name

Email: _____ Phone # _____

Reason for leaving: (Please mark below)

- Returning to Home Country:** Departure Date: _____ (REQUIRED: Attach a copy of your Airline Ticket)
- Graduating with an AA Degree or Certificate (Note: must return home within 60 days of your last class attendance)
 - Medical Reason (REQUIRED: Attach Dr. Letter)
 - Family/Personal Emergency
 - Other: (Please explain) _____

- Transferring:** (Note: you must be accepted to your new school within 60 days of your last class attendance)

Graduated with an AA Degree Yes No

- 4 year university (REQUIRED: Attach Acceptance Letter)
- Another school (REQUIRED: Attach Acceptance Letter)

• **Please provide the name of the school and date you will begin classes:**

_____, _____, _____
School Name City State

New School Immigration SEVIS Code (contact your new school to get this code)

Class Start Date

- Have you dropped /completed your current class sessions? Yes No; **Last day of class:** _____
(Circle ONE)

- Are you currently working on Campus? Yes No, If YES, Department Name: _____
Supervisor's name: _____ Ext.# _____ **Last day of work:** _____

- Are you currently on OPT or CPT? Yes No; **Last day of completion:** _____

Please add your comment on your educational experience at LBCC.

Student Name Signature Today's Date

<i>For Office Use Only</i>		
<input type="checkbox"/> Student has dropped all classes for current semester	<input type="checkbox"/> Itinerary received and scanned	<input type="checkbox"/> Completed 12 units this semester
<input type="checkbox"/> Completed ALCI on _____	<input type="checkbox"/> Accepted within 60 day (letter received)	<input type="checkbox"/> Out of Status/ not eligible to transfer now
<input type="checkbox"/> Transferred record to above school <input type="checkbox"/> Terminated by _____ On: _____ (___ Atlas ___ PeopleSoft ___ SEVIS)		