



## Transfer Process to transfer away from NCWC to another college

1. Inform International Student Director (Dawn Turner) and your academic advisor with plans to transfer ahead of time.
2. Email campus departments—Residence Life, Student Affairs, Business Office, and Bookstore and ask if you are cleared.
3. To send your transcript to the other school--- go to [ncwc.edu](http://ncwc.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.
4. Request the transfer form from your new school. Fill it out.
5. Send the completed transfer form from the other college AND the acceptance letter via email to Dawn Turner. Note: the transfer cannot be completed until you have signed the top portion giving permission for your information to be released.
6. Email the International Student Director with the information stating that you have been cleared in all NCWC departments.
7. The International Student Director 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.)