



Ending Studies at NCTC

This form has multiple required sections. Please read each section thoroughly and make sure you answer the questions relevant to your situation.

Section 1: Student Information

First and Middle Name:		Last Name:		
NCTC Student ID Number:	Date of Birth:	Email Address:		
Street Address:		City:	State:	Zip Code:

Section 2: Reason for Ending Studies

<input type="checkbox"/>	I am withdrawing from my courses at NCTC.		
	Date courses will be dropped:	Date of departure from the U.S.:	Will you be transferring to another U.S. institution? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Reason for withdrawal:		<i>If you selected "Yes", you must fill out Section 3 in addition to this section.</i>
Student Attestation: (please initial next to each statement)			
_____ I have checked with the Business Office and either do not owe any money to the institution or have agreed with the Business Office on a repayment plan.			
_____ I have met with an International Advisor to discuss my withdrawal from courses and understand my options.			
_____ I understand that an F-1 student authorized to withdraw from classes will be allowed a 15-day grace period to transfer schools or depart from the United States.			
<input type="checkbox"/>	I have completed my degree/certification program.		
	Program End Date:	Date of departure from the U.S.:	Will you be transferring to another U.S. institution? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Student Attestation: (please initial next to each statement)		<i>If you selected "Yes", you can leave the departure date blank but you must fill out Section 3 in addition to this section.</i>
_____ I have met with an International Advisor to discuss my program completion and understand my options.			
_____ I understand that USCIS allows me 60 days from the date of my degree completion to depart the U.S.			



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Section 2: Reason for Ending Studies (continued)

<input type="checkbox"/>	<i>I have been suspended from NCTC</i>		
	<i>Date of Suspension:</i>	<i>Date of departure from the U.S.:</i>	<i>Will you be transferring to another U.S. institution?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <small><i>If you selected "Yes", you can leave the departure date blank but you must fill out Section 3 in addition to this section.</i></small>
	<i>Student Attestation: (please initial next to each statement)</i> I have met with an International Advisor to _____ discuss my suspension and subsequent termination and understand my options. I understand that there's no grace period to stay in the U.S. after an F-1 student has been terminated and that I must make plans to transfer schools or depart from the U.S. _____ immediately.		
<input type="checkbox"/>	<i>I am transferring schools before completing my program at NCTC.</i>		
	<i>Last date of attendance:</i>	<i>Reason for transfer:</i>	

Section 3: Transfer Information

I, _____, request that North Central Texas College transfer my SEVIS record to the following school:

School Name:

Transfer Date:

_____ on _____

School Code:

Section 4: (To be completed by NCTC DSO if student is transferring)

Completed by:

On:

Section 5: Student Signature

Signature:

Date: