



## Transferring to the University of North Alabama

Dear Student,

Welcome to UNA! **Please read and complete the following pages. Then ask your current school with assistance in completing these 2 pages.** We must receive and approve the completed pages in order to admit you to UNA and issue a new I-20.

Consult with your current DSO to select a release date for your SEVIS record prior to the start of classes at UNA. Your admission letter and packet will tell you when to be at UNA.

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Dear Colleague,

In addition to this letter, the student should have provided your institution with 2 forms: a Transfer Student Discipline Record Release Form and a SEVIS Record Transfer Clearance Form. We must receive and approve these completed pages in order to admit the student to UNA and issue a new I-20.

As a professional courtesy, we do not accept transfer students with an outstanding balance owed to a previous institution. If this is the case, please alert us to the fact and we will address the issue with the student before accepting the record.

International Admissions  
University of North Alabama  
Office of International Affairs  
1 Harrison Plaza, UNA Box 5058  
Florence, AL 35632-0001  
Office: (256) 765-4626  
Email: [international@una.edu](mailto:international@una.edu)

SEVIS Coordinator  
University of North Alabama  
Office of International Affairs  
1 Harrison Plaza, UNA Box 5058  
Florence, AL 35632-0001  
Office: (256) 765-4626  
Email: [oiaservices@una.edu](mailto:oiaservices@una.edu)

International Student  
SEVIS Record Transfer Clearance Form

University of North Alabama  
Office of International Affairs



**Part 1: To be completed by the student**

Please complete Part 1 of this form and then give the form to a Designated School Official (DSO) at your current school. Your DSO will answer Part 2. The acceptance letter will be provided after the form is received if you are determined admissible.

Last (Family) Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Full, Complete, Current US Address: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ (at your current school) SEVIS Number:   N  

Do you plan to leave the US before starting your program at UNA?    No    Yes, If yes: dates of travel: \_\_\_\_\_

*I hereby request and give permission for the information below to be released to the University of North Alabama.*

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

**Part 2: To be completed by the Designated School Official (DSO)**

DSO, please send the completed form to Sarah Stevens at [sstevens2@una.edu](mailto:sstevens2@una.edu).

Is the student in Active status in SEVIS?      Yes        No   (Please explain.)

Has the student met all financial obligations to your institution?      Yes        No   (Please explain.)

Is the student eligible to continue at your institution?      Yes        No   (Please explain.)

SEVIS Release Date: \_\_\_\_\_ *Please do NOT release without receiving acceptance letter.*

\_\_\_\_\_  
DSO Name

\_\_\_\_\_  
DSO Title

\_\_\_\_\_  
DSO phone number

\_\_\_\_\_  
DSO email

DSO, please email this information to:

Sarah Stevens, SEVIS Coordinator (DSO)  
Office: (256) 765-4406  
[sstevens2@una.edu](mailto:sstevens2@una.edu)  
UNA SEVIS School Code: ATL214F00783000

University of North Alabama  
Office of International Affairs  
1 Harrison Plaza, UNA Box 5058  
Florence, AL 35632-0001

University of North Alabama  
Office of Student Conduct  
Transfer Student Discipline Record Release Form

**This form must be on file in the UNA Office of Student Conduct by the deadline date established for the first semester of your enrollment ( See box for deadline dates). Transfer Students who are currently enrolled exclusively in UNA Distance Learning Programs and/or are currently enrolled entirely online are exempt from the policy.**

**Student Section:** Complete this section and deliver to the Dean of Students (or Chief Student Conduct Officer) at the last college(s) you attended within the last five (5) years, or are currently attending. **Forms submitted by the Registrar will not be accepted.**

\_\_\_\_\_  
*Printed Full Name of Student*

\_\_\_\_\_  
*Date*

Initial if you plan to participate in UNA Varsity Athletics  
\_\_\_\_\_

I hereby authorize the Dean of Students (or Chief Student Conduct Officer) to complete this form and submit to the Office of Student Conduct at the University of North Alabama.

Please indicate entering semester term/year  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Social Security Number*

**Dean of Students Section:** Please complete as accurately as possible and return to the address below. **If yes to any of the questions 3 through 7, please explain on a separate sheet.**

- |    |  |     |    |
|----|--|-----|----|
| 1. | Has the student been enrolled at your institution at any time?   | Yes | No |
| 2. | Is the student eligible to re-enroll?  | Yes | No |
| 3. | Has the student received official disciplinary action from your university/college?  | Yes | No |
| 4. | Has the student been arrested, charged, or convicted of a criminal offense or been involved in the use, purchase, or distribution of alcoholic beverages or drugs? | Yes | No |
| 5. | Has the student been found in possession of illegal firearms and/or weapons?   | Yes | No |
| 6. | Has the student exhibited behavior that would hinder typical social interaction?   | Yes | No |
| 7. | If not stated above, is there any reason why the student should not be admitted?   | Yes | No |

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Signature*

**Term Deadline Dates**

Fall Term: October 1

Spring Term: February 15

Summer Terms: July 20

\_\_\_\_\_  
*Institution*

**Please Mail to:** University of North Alabama  
Office of Student Conduct  
One Harrison Plaza, UNA Box 5243  
Florence, AL 35632-0001

Please submit the completed form via email to [international@una.edu](mailto:international@una.edu). A hard copy may be returned to the address listed above. If any questions, please contact our office at (256) 765 4626. **\*The University of North Alabama reserves the right to deny admission to a student based on the information received from other institutions.**