



Instructions: Please follow the form in sequence and schedule an appointment with each department. Submit the required/applicable document to each department to obtain the approval signature.

Student name: _____ Student ID: P _____

Reason for Withdrawal from Pacific States University:

- ☐ Step 1: Schedule an appointment with your program Department Chairperson.

PSU Department Chairperson Signature

- ☐ Step 2: If you are transferring to a different institution, please submit official acceptance letter and "Transfer Release Form" from that school to the PSU Admissions Office.

PSU Admissions Office Signature

- ☐ Step 3: If you are dropping any courses, please submit form to the Office of the Registrar.

PSU Academic Affairs/Registrar Signature

- ☐ Step 4: Do you have financial clearance: Any money still due PSU or are you seeking a refund? Please submit forms to the Finance Office.

PSU Finance Office Signature

- ☐ Step 5: Speak with Student Affairs and request for the Transfer Out Exit Survey from SurveyMonkey.com

PSU Student Affairs Signature

- ☐ Step 6: Submit the completed form to Student Services for processing. If you are an international student, please submit your request with the transfer date and the DSO will update your status accordingly.

PSU Student Services Signature

Student Request Transfer Date

PSU DSO Processing Date