Checklist for Transferring Out of the University

Students who are transferring out of GW after finishing the current semester should complete all of the following steps:

- Complete the **George Washington University Withdrawal Survey** online:
  - Undergraduate Students: [go.gwu.edu/ugradexit](http://go.gwu.edu/ugradexit)

- Log into **Banweb** and drop all classes in *future* semesters in order to prevent being billed for those classes if you will not be returning to GW. Any courses not dropped prior to the first day of classes are subject to **GW’s published Refund Schedule**.
  - Students who are unable to drop below the 12 credit threshold, must complete the **Complete Withdrawal Form** and submit it to the GWSB Advising Center. This form should be completed prior to the start of the semester to avoid any charges on your account.

- Contact each of the following offices as relevant to your enrollment in order to ensure that all of your business at GW is completed:
  - An academic advisor (to ensure all academic business is taken care of)
  - **GW Housing** (to cancel housing)
  - **International Services Office** (if you are an international student, you must ensure you are in compliance with your visa status; complete ISO’s **Transferring Out Form** and submit to ISO)
  - **Office of Student Financial Assistance** (to notify them about your enrollment status and to understand implications for your financial aid, scholarships and/or grants)
  - **Office of Military & Veteran Student Services** (If you are a veteran, to inform their office of enrollment status)
  - **Student Accounts Office** (to check for any outstanding bills or holds; you want to ensure that you are leaving GW with a zero balance)

- Update your permanent mailing address and email address in GWeb:
  - Login to [https://banweb.gwu.edu](https://banweb.gwu.edu)
  - Click “Personal Information Menu”
  - Click “Update Addresses and Phones”
  - Follow directions to provide permanent address information.