Verification of Eligibility for School Transfer Form

Transfer-In Procedures: If you are transferring to CIIS, please complete items 1-6 below. Please ask the International Student Advisor or the Designated School Official at your current institution to complete items 7-14 below. For instructions see the reverse side of this form.

1. First Name: _________________ 2. Last Name: ____________________ 3. Date of Birth: (mm/dd/yyyy): ___________
6. SEVIS Number: ______________________________

TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL

7. Name of DSO: _____________________________________ 8. Title: ________________________________________
9. Name of Institution: _________________________________________________________________________________
10. Address: _________________________________________________________________________________________

In order to verify that the student named above is eligible to transfer to our program, we request the following information:

11. Date of Student’s Last Attendance: _________________ 12. Date of release of SEVIS record: _________________
13. The student was / was not attending full time (please comment): ____________________________________________

___________________________________________________________________________________________________

14. Signature of DSO: ___________________________________________ Date: _______________________________

Transfer-out Procedures: For CIIS students who intend to transfer to another U.S. institution. Please complete the information below and return it to the International Student Advisor at CIIS.

First Name: _________________________  Last Name: ____________________________
SEVIS Number: _____________________  CIIS ID Number: ______________
Transfer School Name: ________________________________________________________________
Transfer School Address: _______________________________________________________________
Transfer School Contact Person/Phone Number: ___________________________________________

Do you need a transfer release date before the end of the current term or session? _____ yes _____ no

If you answered ‘yes’, please indicate: Your requested transfer release date __________________________

Your reason for requesting an early transfer release date. Note: you must attach documentation (such as an acceptance letter showing that you must report to your new school before the end of your current term or session at CIIS) to this form which supports your request.

_________________________________________________________________________________________________________________________________

If you have any questions about the transfer-out procedure, please make an appointment with the International Student Advisor, Jody O’Connor, at 415/575-6157 or by email at joconnor@ciis.edu
A student maintaining F-1 status is eligible for transfer to another school in the United States. The institution which issued the original SEVIS form I-20 must confirm that the student has maintained status and is eligible for transfer. An F-1 student who was not pursuing a full course of study at the school s/he was last authorized to attend is ineligible for a school transfer and must apply for reinstatement.

F-1 students planning to transfer should keep the following considerations in mind:

- Transfers can be allowed only if you have pursued a full course of study at the original institution and plan to do the same at the new one;
- You must provide financial documentation that shows that you have enough money to cover all costs at the new school for the first year of study;
- If you have violated your student status, you must apply for reinstatement with the USCIS before being allowed to transfer; and
- You must enroll in the new school in the next available term possible.

TRANSFERRING FROM CIIS TO ANOTHER U.S. INSTITUTION

Students transferring from the Institute to another school in the U.S. should contact the International Student Advisor at CIIS to inform the Institute of your plans and discuss your eligibility for transferring out. You must notify the Institute prior to the start of your new program at the other institution.

TRANSFERRING FROM ANOTHER U.S. INSTITUTION TO CIIS

Please do the following:

1) Inform the International Student Advisor or Designated School Official at your current institution of your plans to transfer, and complete the Verification of Eligibility for School Transfer form (on the reverse of this page).
2) Inform the International Student Advisor at CIIS of your plans to transfer to the Institute. Bring or send copies of your most current I-20 from your original institution, identifying pages of your passport, your I-94 card (Arrival and Departure card attached inside your passport), and the completed Verification of Eligibility for School Transfer form no later than 10 days after the start of your classes at CIIS.
3) Provide your current U.S. address to the International Student Advisor at CIIS and enroll in full-time status.
4) You will receive a new I-20 from CIIS. Keep all old I-20s for your permanent records and use the CIIS one for travel, etc.