

## TRANSFER REQUEST FORM

- Submit this form and any required documents to the International Center at any time.
- Your student ID card is required when picking up documents.
- Come back a **4 business days** to pick up your completed request from the International Center.

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ID# \_\_\_\_\_ Citizenship: \_\_\_\_\_ Date of Birth(mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender:  male  female

Major: \_\_\_\_\_ Phone (cell is best): (        ) \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip code: \_\_\_\_\_

*Please read the following steps carefully and answer the following sections for all requests.*

### **STEP ONE: Transfer Reports**

Your new school may require a transfer verification form. This is used to verify you have maintained your F1 status while attending BHCC.

**STEP ONE:** Please SEND A TRANSFER REPORT to one of the schools I am applying to.

- Attach the new school's **Transfer Report**. Be sure to complete the "Student Information" part of the form (usually the top section) and **SIGN** it.
- When do you hope to begin at the new school? Semester: \_\_\_\_\_ Start Date: \_\_\_\_\_
  - Please fax the form directly to the school
  - I will take the original to the school myself
- The International Center can only complete forms asking for information about your F-1 status. You may request your official transcript from BHCC's Student Central. The Dean of Students (B314) completes forms about academic/disciplinary problems.

### **STEP TWO: SEVIS Transfer Release**

Once you have made a final decision, we will "release" your record to the new school so they can create your new I-20. Once we "release" your record, we cannot access your SEVIS record. Only the new school will have access your SEVIS record.

**STEP TWO:** Please RELEASE MY SEVIS RECORD to the **ONE** school I will be attending.

**Are you currently employed on-campus?**  YES  NO

Please tell us the main reason why you are transferring:

- Graduated this semester       Financial problems       Academic problems  
 Moving out of Boston       Transfer to a 4-year institution (before graduation)  
 Other: \_\_\_\_\_

Please complete the following: "I, (name) \_\_\_\_\_, certify that I have been fully accepted by the following school, \_\_\_\_\_. Please release my SEVIS record on \_\_\_\_\_ (date). I also certify that this is my FINAL DECISION, and I would like you to transfer and release my SEVIS record to this school."

Signed: \_\_\_\_\_

**IMPORTANT:**

If you are on Optional Practical Training or Economic Hardship employment through BHCC, it will end on the release day of your SEVIS record to your new school.

If you are working on-campus, you are no longer eligible to work on-campus after the program end date listed on your I-20 or after the date when BHCC releases your SEVIS record to the new school, whichever comes sooner.

If you have reached your end date on your I-20 and completed your program, you have a 60 day grace period to transfer your SEVIS record to a new school OR apply for the adjustment of status in the United States OR get ready to leave the country.

Once your SEVIS record is released to the new school, you should no longer use your BHCC I-20 and you must use the new school's I-20 to re-enter the U.S.

Once we release your SEVIS record to your new school, you should follow-up with your new school to receive your new I-20.

**We ask that you follow up with your transfer in school to ensure your admission process is complete.**