

# TRANSFER CLEARANCE FORM

FOR INTERNATIONAL STUDENTS *CURRENTLY* IN F-1 OR J-1 STATUS

International Student and Scholar Services  
Georgia State University  
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Citizenship & Immigration Services (CIS) uses the term "school transfer" to refer to a student changing institutions. **It does not refer in this case to transferring academic credit or records between institutions.** International students who currently hold F-1 or J-1 status must follow the transfer procedures outlined below to maintain their status with CIS while changing institutions.

Students in F-1 or J-1 status are eligible to transfer if they are currently enrolled full-time, between terms, or participating in an approved period of practical/academic training; financially able to attend the new school; and in status with the CIS. Students who are out of status should discuss their options with their international student advisor.

***Transfer students have an obligation to complete all transfer procedures within 15 days of the term start date. Failure to complete the transfer procedures will result in the termination of their F-1 or J-1 status.***

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**All students should follow the instructions below to transfer to a new school:**

- Apply and be admitted to the new school;
- Submit the necessary financial documentation and transfer information sheet completed by your current immigration advisor (see reverse side) to the new school for issuance of a new I-20 or DS-2019;
- Inform the current/previous school of your intention to transfer; **and**

**For students in F-1 status remaining in the U.S. between schools:**

- Enroll at the new school in the term immediately following the last semester at the former school or immediately following summer vacation or practical training (no longer than 5 months from the last term attended or from the expiration date of the EAD card);
- The new school will endorse the new I-20, thereby completing the transfer procedures

**For students in F-1 status reentering the U.S. to begin studies at a new school:**

- Inform the international office at the new school of the international travel and request them to send the I-20 to the student before departing the U.S. If this is not possible, students should have the I-20 sent to them outside the U.S.
- Present the new I-20, passport, and visa to re-enter the U.S. if the F-1 visa has not expired. If the F-1 visa has expired, then present the new I-20 and financial documentation at a U.S. Embassy or Consulate abroad to apply for a new F-1 visa. In either case the student must have and maintain a valid passport.

**For Students in J-1 status:**

- Advise the international office at the new school whether they will be traveling overseas or remaining in the U.S. between schools;
- Complete steps 1-3 above before their current DS-2019 expires or before they finish their studies, whichever is earlier. The new school must process a new DS-2019 within 30 days of that date.

(TRANSFER INFORMATION SHEET ON NEXT PAGE)

# TRANSFER INFORMATION SHEET

## STUDENT INFORMATION

Student's name: \_\_\_\_\_  
(Last/Family Name) (First/Given Name) (Middle)

Date of Birth: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

### ***Please read fully and sign in the area below.***

I understand that I should complete this form only if:

- 1) I am transferring from an institution in the U.S.,
- 2) I have received **full** admission from Georgia State, and
- 3) I have decided that I will attend Georgia State University in the next required term.

I authorize my current International Student Advisor (or equivalent campus officer) to provide the information below. I understand that this form must be returned **within 10 days of enrolling** at Georgia State University.

\_\_\_\_\_  
Student signature Date

## TO THE INTERNATIONAL STUDENT ADVISOR

The above-named student has applied for admission to Georgia State University and we request confirmation of his/her status at your institution before approving transfer to this school. Please complete the following information and return it to the address listed on the first page. Please transfer the student's record to Georgia State University. Our SEVIS identifying number is **ATL214F00107000**.

**Current Immigration Status:** \_\_\_\_F-1 \_\_\_\_J-1 Transfer release date: \_\_\_\_\_

SEVIS #: \_\_\_\_\_

Completion Date on I-20 or DS-2019: \_\_\_\_\_ I-94 Expiration Date: \_\_\_\_\_

Exchange Visitor Program #: \_\_\_\_\_ Category: \_\_\_\_\_

- The student did not report to this school
- The student reported to this school but did not attend classes
- The student is pursuing a full course of study, and has been enrolled since \_\_\_\_\_
- The student began studying in this program on \_\_\_\_\_ and completed their studies on \_\_\_\_\_
- The student did not complete his/her course of study and was last enrolled on \_\_\_\_\_
- The student is out of status and a reinstatement to student status was filed on \_\_\_\_\_ at DHS (District: \_\_\_\_\_) and is pending.
- The student has not been pursuing a full course of study.

Please indicate the dates of any practical training in which the student has participated:

Curricular \_\_\_\_\_ Optional \_\_\_\_\_ J-1 Academic Training \_\_\_\_\_

ISA Name: \_\_\_\_\_ Title: \_\_\_\_\_

ISA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Address of Institution: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PLACE SCHOOL STAMP OR SEAL IN THIS AREA**