

# Transfer Clearance Form

## F-1 Student International Admission



### Instructions

The purpose of this form is to confirm your eligibility for school transfer processing in accordance with regulations of the Immigration and Naturalization Service (INS). If you will leave the U.S. and reenter to begin your studies at Lewis University, you should not use this form; your transfer will be processed when you reenter the U.S. and the Immigration Inspector stamps your Lewis University *Certificate of Eligibility for Nonimmigrant (F-1) Student Status* (INS Form I-20). If you will not leave the U.S. between the time you cease study at your current school and begin study at Lewis University, you must use this form and read the handout entitled *Processing an F-1 Student Transfer to Lewis University*. If you will remain in the U.S., please take the following steps:

1. Complete "Section 1" below.
2. Submit or forward the form to the international student services office at your current school.
3. Report to the Lewis University International Student Services Office (ISS) within the first 15 days of classes and request that your school transfer be processed. (Bring your passport, I-20, I-94 and all immigration documents with you. If your previous school completes this transfer eligibility form and sends it to you rather than to the ISS, please bring it to our office, as well.) The ISS will note on the back of your I-20 that your transfer has been completed and will send a notification copy (I-20 School Copy) to the INS in Kentucky as required by law.

### Section 1: To Be Completed by Student

I hereby authorize a Designated School Official (DSO) at the school named below to complete Section 2 of this form and either return it to me or send it to the Lewis University International Student Services Office (ISS).

Name of school: \_\_\_\_\_

Your name (printed): \_\_\_\_\_

e-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Address to which I-20 should be mailed? \_\_\_\_\_

City, State, Zip (postal): \_\_\_\_\_

Date of birth (MM/DD/YY): \_\_\_\_\_ Student ID number: \_\_\_\_\_

Do you plan to leave the USA before coming to Lewis University? I  plan  do not plan to leave the U.S.A. before coming to Lewis University.

Your signature: \_\_\_\_\_ Date (MM/DD/YY): \_\_\_\_\_

*Continued on page 2*

**Section 2: To Be Completed by Designated School Official (DSO)**

Please check one of the boxes below, provide the information requested, and return this form to the student or to us via mail or fax. Our mailing address is: International Student Services Office, Lewis University, Box 297, Office of International Admission, Romeoville, IL 60446 Phone: (815) 836-5567 FAX: (815) 836-5002 *Thank you.*

Is this student currently attending the school s/he was last authorized by the INS to attend?  YES  NO

Did this student report to your school?  YES  NO

Did the student register and attend classes at this school?  YES  NO

Has the student been enrolled full time? If yes, please indicate date of initial attendance:  YES  NO  
\_\_\_\_\_ and current program dates: from \_\_\_\_\_ to \_\_\_\_\_

Is there any reason (student conduct, criminal complaints, etc.) that you would recommend not accepting this student? If yes, please explain?  YES  NO  
\_\_\_\_\_

Did the student complete the course of study at your institution? If the student failed to complete please explain why and indicate the dates of attendance:  YES  NO  
\_\_\_\_\_

Is the student currently taking a legal/authorized vacation? If yes, what is the end date of the vacation period?  YES  NO  
\_\_\_\_\_

Has the student met all obligations to this school? If no, please explain:  YES  NO  
\_\_\_\_\_

Does this student require reinstatement of status? If yes, please explain why:  YES  NO  
\_\_\_\_\_  
\_\_\_\_\_

Has this student used any periods of Practical Training? If yes, please indicate periods of practical training used (including CPT): from \_\_\_\_\_ to \_\_\_\_\_ type of PT: \_\_\_\_\_  YES  NO

I hereby confirm that, to the best of my knowledge, the above student (1) has been enrolled for a full course of study, (2) is considered to be maintaining lawful F-1 status, & (3) thus **is eligible** for notification transfer.

I hereby confirm that, to the best of my knowledge, the above-referenced student **is not eligible** for notification transfer for the following reason(s) [please use reverse side of this form if you need additional space]:

Comments and remarks  
\_\_\_\_\_  
\_\_\_\_\_

DSO signature: \_\_\_\_\_ E-Mail address: \_\_\_\_\_  
DSO name printed: \_\_\_\_\_ Date (MM/DD/YY): \_\_\_\_\_  
Institution Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_