



## TRANSFER-IN RECOMMENDATION FORM

If you are planning on transferring from a school in the United States, you must complete the transfer application process by having this Transfer-In Recommendation Form completed. If this form is not returned, we cannot complete your transfer application process.

### To Be Completed By Student:

Student Name \_\_\_\_\_ SEVIS ID Number \_\_\_\_\_  
Family Name First Name

Address \_\_\_\_\_  
Number & Street City State/Province Country Zip Code

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Month/Date/Year

### TO BE COMPLETED BY AN F-1 INTERNATIONAL STUDENT DESIGNATED SCHOOL OFFICIAL (DSO):

**NOTE: This form is NOT a Transfer Release Form. DO NOT release student's SEVIS record until you have proof of acceptance**

Enrolled in  ACADEMIC  ESL STUDIES Dates of Attendance: From \_\_\_\_\_ To \_\_\_\_\_

Select One  FULL TIME  PART-TIME If part-time, please explain \_\_\_\_\_

If student is in ESL studies, how many levels of ESL do you offer? \_\_\_\_\_ What is the student's current level? \_\_\_\_\_

If the student is in high school studies, please provide student graduation date: \_\_\_\_\_

The student has been authorized for Reduced Course Load (RCL): Yes  No

The student is in good standing with USCIS and is maintaining his/her F-1 status: Yes  No

If No, please explain \_\_\_\_\_

Please list all beginning and ending dates of practical training: OPT Start Date \_\_\_\_\_ End Date \_\_\_\_\_

CPT (Please circle *Full Time* or *Part Time*) Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Comments you feel would be appropriate: \_\_\_\_\_

Name of Institution in SEVIS \_\_\_\_\_ School SEVIS Code \_\_\_\_\_

Address \_\_\_\_\_

Number & Street City State Zip Code

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

DSO Name and Title \_\_\_\_\_

DSO Signature \_\_\_\_\_ Date \_\_\_\_\_

Month/Date/Year

**\*\*Official SEVIS record release date: Upon receipt of PCC's Acceptance Letter and (if required) student's written request.**

**Important Note:** All Paper Work Requests Have a 10-work day Turn-around Period