

SEVIS I-20 TRANSFER IN FORM

Complete this form only if: 1) you are transferring from another institution in the U.S.; 2) you have received an admission letter from Notre Dame de Namur University (NDNU); and 3) you want an I-20 from NDNU.

Transfer Procedures:

1. Complete Section 1 of this form.
2. Contact the International Student office at your current school and determine an appropriate "release date" for your transfer. The release date must be:
 - Within 5 months of your last date of enrollment and NDNU's program start date,
 - No later than 60 days after the completion of your studies or OPT at your current school, or
 - For new Initial students, must be within 30 days of arrival in the United States,
 - And no later than within the first 15 days of the semester.
3. Have an international student advisor at your current school complete section 2 of this form and email Remi Harada (rharada@ndnu.edu) or fax (650-508-3426) to International Students Office at Notre Dame de Namur University (SEVIS SCHOOL CODE: SFR214F00612000).

Section 1 *Student should complete the section below.*

Name: _____
(Family/surname as it appears in passport) (First/Given name) (Middle Name)

Date of Birth (mm/dd/yy): _____ Phone Number: _____

Foreign permanent address: _____

Current U.S. address: _____

Will you leave before starting at NDNU? Yes No If Yes, what are your travel dates: _____

Do you have any dependents (F-2) that will come with you to NDNU? Yes No

Section 2 *International Student Advisor (DSO) should complete the section below.*

To the best of your knowledge, is this student in valid F-1 status and eligible for transfer? Yes No

Is the student out-of-status and been advised to discuss reinstatement procedure with NDNU? Yes No

Has the student been authorized for a reduced course load in SEVIS? Yes No

If yes, please indicate reason: Academic Last Semester Medical Number of semesters/quarters: _____

Has the student been authorized for Practical Training? Yes No

If yes, please indicate: CPT OPT Program Level: _____ Dates: _____

What is the student's last day of enrollment (or OPT) at our school? _____

Student's SEVIS ID Number: _____ Transfer release date: _____

International Student Advisor's Name (print): _____

Signature: _____ Date: _____

Phone: _____ Email: _____

School Name and Location: _____