



Transfer Eligibility Form for F-1 Students

The new U.S. Immigration laws related to F-1 visa published on December 11, 2002 require the following procedure for F-1 students to transfer. Please read these instructions carefully.

1. The student must apply to the English as a Second Language Program (ESL) at the **Intercultural Institute of California** and submit all required documents and fees.
2. The student must fill out **PART A** of this form after he/she is admitted to our program and has an ID number issued by our office.
3. The student must then give this form to his/her current school to complete **PART B**.
4. The current school must fax the completed transfer form to IIC.
5. The current school must release the student's SEVIS records electronically to our school. This procedure also applies to students who are outside the U.S. on F-1 visa for 5 months or less.
6. IIC will issue an I-20 after receiving the electronic SEVIS records from the student's current school.
7. The student must submit the following documents to the IIC office.
 - a. Clear copy of his/her I-94 card (the little white card given at the port of entry to the US)/not necessary for students outside the US
 - b. Copy of his/her U.S. visa page
 - c. Copy of the BIO page of his/her passport (this is the page that normally has your picture, date of birth, expiration of passport)

The entire process must be completed within 30 days from the end date of your current school. Failure to do so may cause the termination of the student's F-1 visa records in the SEVIS database. Careful attention to the Program End Date at the transfer-out school and the Program Start Date at the transfer-in school is very important.

Part A

Last Name:	First Name:
Student ID Number:	
Student must be admitted to IIC before submitting this form to the transfer-out school.	
Signature:	Date:

Part B

To: International Student Advisor

The student named above has applied for admission to Intercultural Institute of California's ESL Program. Please complete the bottom portion of this form and fax, or mail to: Zachary B. Captain, ESL Director, Intercultural Institute of California, 1610 Bush Street, San Francisco, CA 94109.
Tel: 415-359-9099, Fax: 415-359-9033, captain@iic.edu

SEVIS ID Number:	SEVIS release date for transfer:
I-94 Admission Number:	
Major of Study:	Date of Attendance from _____ to _____
School Name:	
Address:	
Telephone Number:	Fax Number:
Email:	
U.S. Immigration School Approval Code:	

Name of the INS Designated School Official	Signature of the Designated School Official

Release the student's SEVIS records to: Intercultural Institute of California, English as a Second Language U.S. Immigration Approval Code: SFR214F01543000
