

**Moraine Valley Community College
International Student Affairs**

INSTRUCTIONS FOR TRANSFER STUDENTS

International students who are transferring to Moraine Valley Community College from a different school must be sure to understand and complete the required Student and Exchange Visitor Information System (SEVIS) requirements for international students, to legally transfer your I-20 and maintain your F-1 student visa status. Failure to complete these transfer procedures will cause you to be out of status and is a violation of student visa regulations and requirements.

Transfer students must complete the following:

1. Complete the International Student Application and submit it with all required documents to Moraine Valley Community College International Student Affairs Office along with your valid passport information-photograph page, and 1-94 Arrival Departure Record; include photocopies of any F-2 dependents.
2. Submit a photocopy of any Form 1-20 you have been issued by your current **and** previous schools.
3. Have the international advisor or school official at your current school fill out the International Student Transfer Form (Attached).
4. Within the first week of class, return to the Office of International Student Affairs at Moraine Valley Community to verify your transfer has been completed and pick up your new I-20.

Your transfer is considered pending until you register for classes. Registration will take place during the first week of orientation. **Please make an appointment with the International Admissions Specialist no later than 7 days from the beginning of your classes.**

Page 1 of your new 1-20 must be dated and endorsed for transfer by the International Student Services Specialist of the Office of International Student Affairs at Moraine Valley Community College.

After these steps are completed, you will be given a new SEVIS 1-20 from Moraine Valley Community College. This will be your official document proving you have legally transferred. These steps must be completed within the first week of the semester to maintain your F-1 student visa status, and are required by the United States Citizenship and Immigration Service for international students. If you have any questions, please feel free to contact the Office of International Student Affairs by calling 708-974-5220 or fax 708-974-8220.

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International Student Transfer Form

Student's Name: Family Name _____ Given Name _____

Semester: Fall 20 _____ Spring 20 _____ Summer 20 _____

I grant permission for the information requested below to be released and sent to Moraine Valley.

Student's Signature _____ Date _____

To: International Student Advisor or Designated School Official

In compliance with USCIS regulations, it is requested that you confirm the above-named student's status at your institution before approving transfer to this school.

Current Immigration Status _____ Date of last attendance at your school _____

Is the student in good standing and maintained his/her non-immigrant status? _____

Is the student currently in SEVIS? _____

SEVIS ID NUMBER: _____ **SEVIS RELEASE DATE:** _____

Has the student met all financial responsibilities to your institution? Yes _____ No _____

Please indicate any dates of OPT: _____ CPT: _____

Additional comments, if applicable: _____

D SO Name and title: _____

Institution Name and Address: _____

Signature of DSO: _____

Date: _____ Phone: _____

DO NOT release this student's I-20 in SEVIS until you get confirmation that he has been admitted to MVCC.

Please return this form to: International Student Affairs Office, Moraine Valley Community College 9000 W. College Pkwy. Palos Hills, IL 60465-0937 Tel: 708-974-5220/Fax: 708-974-8220