



**OFFICE OF INTERNATIONAL STUDENT AFFAIRS Moraine Valley
Community College**

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. Notify your present school of your intent to transfer and have the school fill out the International Student Transfer Form (Attached).
2. Complete the International Student Application to Moraine Valley Community College and be admitted to the college.
3. Submit valid passport information-photograph page, passport expiration date and 1-94 Arrival Departure Record; include photocopies of any F-2 dependents to Moraine Valley Community College.
4. Submit a photocopy of any Form 1-20 you have been issued by your previous schools. Send it now, if you have not yet completed this step.
5. 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 Admissions Specialist of the Office of International Student Affairs at Moraine Valley Community College.

After these steps are completed, you will retain a new SEVIS 1-20 from Moraine Valley. 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 U.S. Citizenship and Immigration for international students. If you have any questions, please feel free to contact the Office of International Student Affairs, College Center Room C265, call 708-974-5540 or fax 708-974-8940.

**OFFICE OF INTERNATIONAL STUDENT AFFAIRS Moraine Valley
Community College 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 practical training: _____

Additional comments, if applicable: _____

DSO Name and title: _____

Institution Address: _____

Signature of College DSO: _____

Date: _____

Phone: _____

Please return this form to: International Student Admissions Specialist International Student Affairs
Office Room C-265 Moraine Valley Community College 9000 W. College Pkwy. Palos Hills, IL 60465-0937
Tel: 708-974-5540/Fax: 708-974-8940