

BCC Student ID#: _____



International Student Center, 400 Paramus Rd, Paramus, NJ 07652-1595
Phone: +1 (201) 689-7601 / Fax: +1 (201) 251-0353 / www.bergen.edu/isc

Transfer Request Form

Please complete both sides of this form and submit a copy of your Letter of Acceptance from the school you want to attend. We cannot complete your transfer without both documents.

1. Last Name: _____ First Name: _____
2. Date: _____
3. E-mail (that you check often): _____
4. Did you graduate from BCC or expected to graduate this term? (Please circle one) Yes No

If you answered no, provide a reason why you are transferring out in the space provided below.

5. Are you currently in the ALP program? (Please circle one) Yes No
6. What is your approximate cumulative grade point average (GPA)? _____
7. I am requesting that you transfer my immigration record from BCC to:

(Print name of school where you intend to transfer)
8. I would like my SEVIS record transferred on the following date: _____

Transfer Information

Initial by *each* statement in the space provided to indicate your understanding:

- _____ Your new school takes over responsibility for your SEVIS record on the Transfer Release Date (#7) on the other side. After that date, Bergen Community College will no longer have access to your SEVIS record and cannot make any changes or print a new Form I-20 for you. Your Form(s) I-20 from our school will no longer be valid after your SEVIS record has been transferred. You should keep all of your I-20's from BCC for your archival files.
- _____ Students wishing to transfer out in "initial status" and have failed to report to the ISC at BCC on or before the program start date of the I-20 will be transferred out in "terminated status".
- _____ The Transfer Release Date must be at the end of the current semester, as the Designated School Official (DSO) must know that you have maintained status during the current semester (that you did not receive any E grades and were registered full-time).
- _____ The Transfer Release Date must be no later than 60 days after the end of your final semester at BCC. Your record cannot be transferred after this 60-day grace period.
- _____ **The International Student Center is responsible for completing the transfer, not for dropping any classes that you are registered for. You must drop all classes at BCC yourself.**
- _____ BCC can only transfer your record to ONE school. Once BCC releases your SEVIS record, you are no longer a student at BCC, and must report to the new school with any changes or requests, and to receive my new Form I-20.
- _____ After the Transfer Release Date, you should contact the DSO at your new transfer-in school. Your transfer-in school will then be able to create a new Transfer Pending Form I-20 for you. This Form I-20 will have the program start date at your new school. It is important that you obtain a new valid Form I-20 as quickly as possible after the Transfer Release Date. If you cannot report to the new school soon after the Transfer Release Date, ask them to send you the new Form I-20.
- _____ You must contact your **new DSO within 15 days of your program start date** and register for classes at your new school in the next available semester (excluding summer). Once you have registered, you should ask for a Form I-20 that shows your status as a Continued Attendance (not Transfer Pending) and that your transfer is approved. Ensure that the school has all of the information needed to update your SEVIS record, including any changes of address.
- _____ If you are traveling to your home country before starting at your new school, you **MUST** re-enter the USA on the new school's I-20 Form!

I have read and understand the rules and regulations as an F-1 student transferring to my new school.

(Print Name)

(Signature)

(Date)