



International Admissions  
& Student Services

## Transferring to NCWC from another U.S. Institution

If you have been notified of your official acceptance to NCWC, the staff of the International Admissions and Student Services wants to congratulate you and we look forward to your arrival. If you are currently at a U.S. institution, this letter will inform you on the necessary steps to complete the immigration transfer to SEVIS to NCWC. Please keep in mind that the “immigration” transfer is not related to your “academic” transfer.

The process is different depending on whether:

- A. you will be leaving the U.S. before reporting to NCWC.
- B. If you will be directly reporting to NCWC without leaving the U.S.
- C. If you are out of immigration status

### PLEASE READ AND FOLLOW THE INSTRUCTIONS THAT PERTAIN TO YOUR SITUATION

1. If you are currently in F-1 status and are not planning to leave the U.S. before enrolling at NCWC.
  - Print out and complete the student section of the following “SEVIS Transfer Release Form” and then present it to the DSO/international advisor at your school.
  - You should attach a copy of the admissions letter from NCWC to this form before submitting it to your current DSO/international advisor.
  - In consultation with your current DSO/international advisor, select “SEVIS release date.” This is the date that your current immigration advisor will put into the SEVIS system. On that date SEVIS will automatically transfer your immigration records to NCWC.
  - Provide IA & SS with evidence of sufficient financial support to attend NCWC. This document is called CFR.
  - Once IASS is able to access your records and verified sufficient funding, our International Student Service Director will issue a new I-20 that will indicate “transfer pending” I-20 from NCWC you should begin to use it. You may be asked to display it to any authorities.
  - Check in at the ISS upon arrival at NCWC bringing all of you non-immigration documents; we are located in Pearsall. The office hours are Monday-Friday 8-5. You will be notified as to what day you are to arrive.
2. If you are currently in status and planning to leave the U.S. before enrolling at NCWC.
  - Follow the instructions provided above.
  - If you leave the U.S. before your SEVIS release date to NCWC, you will not have the new “transfer pending application” from our office. Do NOT use your previous I-20 from your current school to re-enter the U.S.
  - To re-enter the U.S. you will need to have your “transfer pending” I-20 be emailed to you from NCWC.
  - You will have to notify the IA & SS and request that the I-20 be emailed while you are outside the country.
3. If you are currently out of status you will need to be reinstated and have a new I-20 before being accepted.

International Admissions and Student Services  
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International Admissions & Student Services

School Transfer Release Form for F-1 Students

THIS SECTION TO BE COMPLETED BY TRANSFERRING STUDENT (PLEASE PRINT CLEARLY)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I have been accepted at NCWC \_\_Yes \_\_No to begin my studies on (Month/year) \_\_\_\_\_

(If you have not been accepted at NCWC please do not request your current advisor to transfer your status)

Do you plan to travel outside the U.S. before enrolling at NCWC? \_\_\_\_Yes \_\_\_\_No

By signing below, I confirm that I have authorized the International Student Advisor at my previous school to release the requested information to NCWC in order to facilitate my transfer. I realize that once released, my former school will no longer have access to my SEVIS I-20 or SEVIS records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY PDSO/DSO AT YOUR CURRENT SCHOOL

The student named above has notified us of his/her intent to transfer to NCWC. Please complete the following and return to the office via email at the bottom of the page. Thank you for your assistance in this matter.

SEVIS School Code: NCWC ATL214F10204000

1. SEVIS number: \_\_\_\_\_

2. Please indicate the SEVIS release date for student: \_\_\_\_\_

3. Original I-20 program dates for student: Begin \_\_\_\_\_ End: \_\_\_\_\_

4. Please indicate the following:

◇ The student is in good standing and is/has been pursuing a full course of study (or has been reinstated to student status by USCIS).

◇ The student is out of status (we will not accept a student out of status)

◇ The student has unresolved financial responsibility or conduct issues on his/her record.

5. Please list any periods of Optional Practical Training, Curricular Practical Training and Reduced Course Loads (if any):

\_\_\_\_\_

Name & Title of Designated School Official \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Institution & Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name & Title of Designated School Official \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Institution & Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_