

Lewis University Transfer Clearance Eligibility Form for an F-1 Student

Instructions

The purpose of this form is to confirm your eligibility for school transfer processing in accordance with regulations of the U.S. Citizenship and Immigration Services (USCIS).

Your current international advisor must let us know which date your SEVIS record (immigration database record) will be available to Lewis University (the date you end classes at your current school).

- If you will leave the U.S.A. and reenter to begin your studies at Lewis University, you must let us know when you will leave the USA, fill out this form and be ready to receive a Transfer Pending I-20 from Lewis University prior to your departure.
- If you will not leave the U.S.A. between the time you cease study at your current school and begin study at Lewis University, you must use this form and read the handout entitled *Processing an F-1 Student Transfer to Lewis University*. If you will remain in the U.S., please take the following steps:

1. Complete "Section 1" below.
2. Submit or forward this form (both pages) to the international student services office at your current school in the U.S.A. Your current international advisor must fill it out so that we know which date your SEVIS record (immigration database record) will be available to Lewis University, which is usually the date you will be done with all classes at your current school.
3. Report to the Lewis University International Student Services Office (ISS) within the first 15 days of classes and request that your school transfer be processed. (Bring your passport, I-20, I-94 and all immigration documents with you). If your previous school completes this transfer eligibility form and sends it to you rather than to the ISS, please send it to our office, as well.

Section 1: To Be Completed by Student

I hereby authorize a Designated School Official (DSO) at the school named below (your current U.S. school) to complete Section 2 of this form and either return it to me or send it to the Lewis University International Student Services Office (ISS).

Name of current school: _____

Your name (printed): _____

E-mail address: _____ Phone number: _____

Address to which I-20 should be mailed? _____
City, State, Zip (postal): _____

Date of birth (MM/DD/YY): _____ Student ID number: _____

Do you plan to leave the USA before coming to Lewis University? I plan or I do not plan to leave the U.S.A. before coming to Lewis University.

Your signature: _____ Date (MM/DD/YY): _____



Section 2: To Be Completed by Designated School Official (DSO) at your current school located in the U.S.A.

Please check one of the boxes below, provide the information requested, and return this form to us via e-mail (maloneycl@lewisu.edu) or fax (815-838-8092).
 Our mailing address is: International Student Services - unit 280, Romeoville, IL 60446 (Phone: 815-836-5635) **Thank you.**

Is the student currently attending the school s/he was last authorized by the USCIS to attend? YES NO

Did the student report to your school? YES NO

Did the student register and attend classes at this school? YES NO

Has the student been enrolled full time? If yes, please indicate date of initial attendance: YES NO
 _____ and current program dates: from _____ to _____

Is there any reason (student conduct, criminal complaints, etc.) that you would recommend not accepting the student? If yes, please explain? YES NO

Did the student complete the course of study at your institution? If the student failed to complete it, please explain why and indicate the dates of attendance: YES NO

Is the student currently taking a legal/authorized vacation? If yes, what is the end date of the vacation period? YES NO

Has the student met all obligations to this school? If no, please explain: YES NO

Does this student require reinstatement of status? If yes, please explain why: YES NO

Has this student used any periods of Practical Training? If yes, please indicate periods of practical training used (including CPT): from _____ to _____ type of PT: _____ YES NO

When will you make this student's SEVIS record available to Lewis University? (MM/DD/YY) _____ / _____ / _____

I hereby confirm that, to the best of my knowledge, the above student (1) has been enrolled for a full course of study, (2) is considered to be maintaining lawful F-1 status, & (3) thus **is eligible** for notification transfer.

I hereby confirm that, to the best of my knowledge, the above-referenced student **is not eligible** for notification transfer for the following reason(s) [please use reverse side of this form if you need additional space:

Comments and remarks: _____

DSO signature: _____	E-Mail address: _____
DSO name printed: _____	Date (MM/DD/YY): _____
Institution Name: _____	Address: _____
Phone number: _____	_____
SEVIS ID ^o : _____	Fax number: _____