

NORTHEASTERN UNIVERSITY TRANSFER NOTIFICATION FORM FOR F-1 & J-1 VISA HOLDERS 2008–2009

**FOR INTERNATIONAL
APPLICANTS ONLY**

**(STUDENTS
CURRENTLY STUDY-
ING IN THE U.S.)**

This form is required by the International Student and Scholar Institute (ISSI) for all international students admitted to Northeastern and who are currently (or have been recently) enrolled in another U.S. school and college, are in F-1 or J-1 status, and have an "Active" SEVIS record. **Part I** of this form should be completed by the student. **Part II** should be completed by the International Student Advisor at the school the student currently attends or has previously attended. Please note, a student cannot be issued a Certificate of Eligibility (I-20 or DS-2019 form) from Northeastern until this form is completed and the release date on his/her SEVIS record has passed.

International students should arrive on campus no later than the program start date on their new I-20 or DS-2019 form and report in person to the ISSI during scheduled Immigration Clearance sessions. Only at that point, will the student's transfer to Northeastern be activated in SEVIS.

If a student needs to travel overseas and plans to return after the SEVIS release date, please be aware that he/she must be in possession of the I-20 or DS-2019 form issued by Northeastern University.

PART I – To be completed by the transferring student (print legibly or type)

FAMILY NAME _____ GIVEN (FIRST) NAME _____

Current visa: F1 J1 Date of Birth: _____ Country of Citizenship: _____
mm/dd/yyyy

Your current U.S. address (required):

STREET _____ APT. # _____

CITY _____ STATE _____ ZIP CODE _____

E-MAIL ADDRESS _____ TELEPHONE NUMBER _____

Semester you intend to enroll at Northeastern University: Fall Spring Year: _____

DEGREE SOUGHT _____ PROGRAM OF STUDY _____

IMPORTANT: make sure that you also have submitted the following documents to the Office of Undergraduate Admissions at Northeastern University:

1. Declaration and Certification of Finances (DCF) Form
2. Copies of the identity and visa pages of your passport, and copy of both sides of your I-94 card
3. Copy of all I-20s or DS-2019s from your previously attended schools

Please read and sign the following statement:

"I give permission to provide the information requested to be released to Northeastern University. I confirm that I have been accepted into the above described program of study."

STUDENT'S SIGNATURE (Please note that without your signature the ISSI will not process your request for transfer) _____ DATE _____

The I-20 or DS-2019 form will be processed and mailed to the admitted student only after the receipt of all of required documents. All these documents must be sent to the Office of Undergraduate Admissions.

PART II – To be completed by the International Student Advisor (P/DSO or A/RO at current/previous institution/college)

The student has notified us of his/her intent to transfer to Northeastern University. In accordance with current immigration regulations, please confirm the student's status at your institution and his/her eligibility for transfer.

The student: currently attends last attended never attended

NAME OF INSTITUTION

ADDRESS

From/on _____ or from/on _____ academic term(s)
mm/dd/yyyy

I-94 #: _____ Expiration date of I-94 card: D/S Other _____
mm/dd/yyyy

Date of completion or expected completion of study _____
mm/dd/yyyy

Please list any periods of Practical /Academic Training (if applicable) _____

To the best of your knowledge, is this student currently maintaining status under USCIS regulations: Yes No

The student *is eligible* to transfer. The student *is not eligible* to transfer

If not, please explain: _____

▶ SEVIS ID #: _____ SEVIS Transfer Release Date: _____ ◀

To release the student's record to Northeastern University in SEVIS choose "Northeastern University" (school code **BOS214F00257000**) on the pull-down list on SEVIS RTI. To release the record of J-1 students, the Northeastern's Exchange Visitor Program number is: **P-1-03057**.

Please do NOT complete or terminate the SEVIS record if the student is eligible to transfer.

INTERNATIONAL STUDENT ADVISOR'S SIGNATURE

PHONE NUMBER

E-MAIL ADDRESS

INTERNATIONAL STUDENT ADVISOR'S NAME (PRINTED)

FAX NUMBER

DATE

Please return this form to the Office of Undergraduate Admissions by fax 617-373-8780 or mail to the Northeastern University 150 Richards Hall, 360 Huntington Avenue, Boston, MA 02115