



# Transfer-In Verification Form for Students in F-1 and J-1 Status

Many Cultures. One Northeastern.

ISSI Form 121

This form is required of all international students admitted full-time to Northeastern University and who are currently enrolled at another U.S. school/college/university OR are in a period of Post-Completion Optional Practical Training (OPT) or Academic Training (AT) and are in F-1 or J-1 status. **Part I** must be completed by the student and **Part II** 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) from Northeastern until this form is completed and the transfer release date has passed.
- 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 an I-20 or DS-2019 form issued by Northeastern and a valid F-1 visa
- International students must arrive on campus no later than the program start date indicated on the 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 by the ISSI.

## **PART I: Student Personal Information - To be completed by the Transferring Student (print legibly or type)**

**Name:** \_\_\_\_\_  
Last or Family First or Given Middle

### **Your Current U.S. Address (required):**

\_\_\_\_\_  
Number Street Apt  
\_\_\_\_\_  
City State ZIP

**Email Address:** \_\_\_\_\_ **Telephone:** (\_\_\_\_) \_\_\_\_\_

**Semester you intend to enroll at Northeastern University :**  Fall  Spring  Summer **Year:** \_\_\_\_\_

► **Note: You must begin your program at Northeastern within 5 months of completing your program at your current school or within 5 months of your transfer release date, whichever is earlier. If not, you will be eligible only for a new 'INITIAL' form I-20 with a new SEVIS ID number.**

**Degree Sought:** \_\_\_\_\_ **Program of study:** \_\_\_\_\_

Please be reminded that transferring your SEVIS record during a period of authorized Practical training (OPT) will cancel your employment authorization as of the SEVIS release date.

**IMPORTANT:** Make sure that you have submitted the following documents to your admitting Graduate School at Northeastern University:

1. Copy of the biographical page of the passport
2. Copy of both sides of your I-94 card
3. Copy of all previous I-20s from your current and previous institutions
4. Copy of Employment Authorization Document (EAD card) or Academic Training authorization letter, if applicable
5. Declaration and Certification of Finances Form (DCF)

### **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. "

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please note that without your signature the ISSI will not process your request for transfer



# Northeastern University

**PART II: To be completed by the International Student Advisor (PDSO/DSO, or RO/ARO) at current/previous school/college**

The student has notified us of his/her intent to transfer to Northeastern University. In accordance with current immigration regulations, we request that you confirm her/his status at your institution and eligibility for transfer.  
Thank you for your assistance.

**Student:** \_\_\_\_\_ **SEVIS ID #** \_\_\_\_\_

Visa Type:  F-1  J-1      Expiration of Certificate of Eligibility (I-20 or DS-2019 form): \_\_\_\_\_

Currently attends       Last Attended       Never Attended

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Address

From \_\_\_\_\_ To \_\_\_\_\_  
mm/dd/yyyy 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

Has the student been authorized for:  Optional Practical or  Academic Training?

Please list any periods of Optional Practical or Academic Training: \_\_\_\_\_

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: \_\_\_\_\_

► **Transfer Release Date:** \_\_\_\_\_  
mm/dd/yyyy

Please note that for F-1 SEVIS transfer, the school code for Northeastern University is **BOS214F00257000**.

The J-1 program number is **P-1-03057**.

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

\_\_\_\_\_  
Student Advisor's Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Student Advisor Name (Please Print)

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

►► **WHEN PART II IS COMPLETE, PLEASE RETURN THIS FORM BY FAX OR MAIL TO THE FOLLOWING ADDRESS** ◀◀

**Student Services**  
**Graduate School of Business Administration**  
**Northeastern University, 360 Huntington Ave, 350 Dodge Hall, Boston, MA 02115**  
**FAX: 617-373-8564**