

TRANSFER INFORMATION FOR F-1 INTERNATIONAL STUDENTS

ONLY submit if you are in F-1 status. NOTE: If you have never studied in a U.S. institution, please do not submit this form.

The Department of Homeland Security requires that F-1 students complete a “school transfer” when changing to a new school.

WHAT YOU HAVE TO DO BEFORE YOU COME TO CAMPUS

- Notify your International Student Advisor at your current school of your intention to transfer to John Jay College of Criminal Justice and schedule a “release date” for your SEVIS F-1 record to be transferred. *(Your John Jay Form I-20 cannot be issued until after this release date has been reached.)* Bring the **F-1 Transfer Release Form** to the International Student Advisor/DSO at your current school. The transfer form must be returned to John Jay College’s International Student Advisor/DSO.
- You will also need to submit the **Application for the Certificate of Eligibility (Form I-20)**. You must include current financial documentation proving that you have enough funding for your entire program of study. *(The minimum amount of funding that you must prove is indicated in the “Annual Estimate of Expenses For International Students” sheet that is included with the I-20 application or available here at: <http://www.jjay.cuny.edu/flstudent>*

Complete the attached **F-1 Transfer Release Form** as well as the **I-20 Application** and submit it with all required documentation **NO LATER THAN 2 WEEKS PRIOR TO THE FIRST DAY OF CLASSES** to the attention of:

Ms. Keisha Simon
Admissions Counselor/DSO
Room 1100N
445 West 59th Street
New York, NY 10019

IMPORTANT: If you are completing (or have completed) your program of study or Post-Completion Optional Practical Training, you only have a 60-day period following this completion to have your F-1 record transferred to us. Your F-1 student status ends 60 days after you complete your program of study or OPT!

Please note: if you are traveling outside of the U.S. prior to beginning your studies, contact the International Student Advisor for very important information.

WHAT YOU NEED TO DO AFTER YOU ARRIVE ON CAMPUS

Attend all orientation programs offered by the college. It is required that you do so.

Report to the International Student Advisor immediately. Call or email for an appointment. Bring the following original documents with you:

- ✓ Passport Identification pages
- ✓ F-1 and all other U.S. visas
- ✓ Form I-94 Departure record
- ✓ Our Form I-20 (if it was sent to you to travel)
- ✓ I-20's from all other schools you have attended in the U.S.

Protect your legal documents. Make photocopies of them. Never destroy any I-20's. Keep them in a safe place.



JOHN JAY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
OF CRIMINAL JUSTICE

Ms. Keisha Simon
Admissions Counselor/DSO
Room 1100N
445 West 59th Street
New York, NY 10019
Phone: (646) 557-4821 • Fax: (212) 237-8777
Email: ksimon@jjay.cuny.edu

F-1 TRANSFER RELEASE FORM

Instructions: Please complete Part I and then submit it to your International Student Advisor /Designated School Official at your current school for completion of Part II on the reverse side of this form. Do not complete until you have received a formal letter of admission to John Jay College of Criminal Justice.

Part I: To be completed by student

Have you been admitted to John Jay College of Criminal Justice? ___Yes ___No (If no, do not complete and submit until you have been formally admitted.)

Name (please print): _____
Last/Family First Middle

Today's date: _____ SEVIS ID Number: N _____

Country of Citizenship (and Permanent Residence):

Semester you intend to transfer to John Jay College: _____

Have you submitted an Application for the Certificate of Eligibility (Form I-20) to this office? ___Yes ___No

What "release date" have you and your school agreed upon for your record to be transferred to us?

Release date: _____

Do you intend to travel outside the U.S. just before beginning your studies at John Jay College? ___Yes ___No

(If yes) Dates: from _____ to _____

If you answered "yes" above, will you need to apply for an F-1 visa to return to the U.S.? ___Yes ___No

Please sign. (By signing, you are agreeing for your school to release your SEVIS record as well as information in Part II of this form to John Jay College of Criminal Justice/CUNY.)

Signature: _____ Date: _____

*For Designated School Officials: John Jay College's school code is **NYC214F00812009**. To locate in SEVIS, do a search of "The City University of New York." Then select "John Jay College of Criminal Justice" in the search results.

Part II: To be completed by the Designated School Official

The above named student has applied for admission to John Jay College of Criminal Justice. We request confirmation of their status before completing transfer.

Is the student's current immigration status F-1?

Yes No

Degree level being pursued at your institution: _____

Date of last attendance at your school: _____

Has the student been maintaining full-time status at your institution?

Yes No

To the best of your knowledge, is the student currently maintaining F-1 student status?

Yes No

Please indicate the dates of any practical training in which the student has participated:

Optional: _____ Curricular: _____

Comments: _____

Name of Designated School Official: _____ *Title:* _____

Institution and Address: _____

DSO Signature: _____ *Date:* _____

Institutional Stamp