



**Transfer Information**  
*Transferring out of Bergen Community College*

Your I-20 Transfer Release Date: \_\_\_\_\_

On this transfer release date, the responsibility for your SEVIS record transfers to your new school. Bergen Community College will no longer have access to your record and cannot make any changes or print a new Form I-20 for you.

This transfer release date must be at the end of the current semester, as the Designated School Official (DSO) must know that you have maintained status during the current semester (that you did not receive any E Grades.)

After the transfer release date, you should contact the DSO at your transfer-in school. Your transfer-in school will then be able to create a new Form I-20 for you issued for *Reason of Transfer*. This Form I-20 will have your new program start date. It is important that you obtain a new valid Form I-20 as quickly as possible. Your Form(s) I-20 from our school will no longer be valid, though be sure to keep your I-20's from BCC for your archival files. If you won't be reporting to the new school soon, ask them to send you the new Form I-20.

You must contact your **new DSO *within 15 days of your program start date*** and register for classes at your new school in the next available semester (excluding summer.) Once you have registered, you should ask for a Form I-20 that shows your status as a continuing student (not transfer pending) and that your transfer is approved. Ensure that the school has all of the information needed to update your SEVIS record, including any changes of address.

If you are travelling to your home country before starting at your new school, you **MUST** re-enter the USA on the new school's I-20 Form!

I have read and understand the rules and regulations as an F-1 student transferring to my new school:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date