



400 Paramus Road , Room A-126/International Student Center, Paramus, NJ 07652
Phone: 1 (201) 689-7601 Fax: 1 (201) 251-0353

Transfer Request Form

Please complete both sides of this form.

Please submit this form along with a Letter of Acceptance from the school you want to attend. We cannot complete your transfer without both documents.

1. Last Name: _____ First Name: _____

2. Today's Date: _____

3. BCC Student ID Number: _____

4. Email (that you check often): _____

5. Did you graduate from BCC? (Please circle one) Yes No

If no, please explain why you are transferring out of BCC:

6. I am requesting that you transfer my immigration record from BCC to:

Name of school where you intend to transfer

7. Transfer Release Date

I would like my SEVIS record transferred on the following date:



Transfer Information

- Your new school takes over responsibility for your SEVIS record on the Transfer Release Date (#7) on the other side. After that date, Bergen Community College will no longer have access to your SEVIS record and cannot make any changes or print a new Form I-20 for you. Your Form(s) I-20 from our school will no longer be valid after your SEVIS record has been transferred. You should keep all of your I-20's from BCC for your archival files.
- The 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 and were registered full-time.)
- The Transfer Release Date must be no later than 60 days after the end of your final semester at BCC. Your record cannot be transferred after this 60-day grace period.
- The International Student Center is responsible for completing the transfer, not for dropping any classes that you are registered for. You must drop all classes at BCC yourself.
- BCC can only transfer your record to ONE school. Once BCC releases my SEVIS record, you are no longer a student at BCC, and must report to the new school with any changes or requests, and to receive my new Form I-20.
- After the Transfer Release Date, you should contact the DSO at your new transfer-in school. Your transfer-in school will then be able to create a new Transfer Pending Form I-20 for you. This Form I-20 will have the program start date at your new school. It is important that you obtain a new valid Form I-20 as quickly as possible after the Transfer Release Date. If you cannot report to the new school soon after the Transfer Release Date, 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 Continued Attendance (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