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NAME (LAST NAME, FIRST NAME)

## TRANSFER RELEASE FORM FOR STUDENTS IN F-1 STATUS

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### Procedures for F-1 Students Transferring to Anna Maria College From Another School in the US

All F-1 or J-1 students must complete an “immigration transfer” when enrolling in another school. These procedures are separate from the transfer of academic credit. The transfer process is a multi-step process; it is the student’s responsibility to make sure all steps are completed.

1. Read all the information here, complete and sign Part 1 of the ***Transfer Release Form for Students in F-1 Status (Page 2 of This Document)***.
2. **Meet with the immigration advisor at your current institution to request a “transfer release” from that school to Anna Maria College.** Present your completed transfer release form to your advisor at this time. Please consider your transfer choice carefully, since it will be very difficult to change your transfer request to a new school if you choose not to enroll at Anna Maria College.  
Do not ask your previous school to transfer your SEVIS record to Anna Maria College unless you are certain that you have been admitted to Anna Maria and that you intend to enroll here. Once you are certain that you will attend Anna Maria you can establish your desired “transfer release date” with the advisor at your current institution.
3. Make sure that you have submitted the following documents to John Hamel, PDSO Anna Maria College
  - Copy of Current Passport
  - Copy of Current Visa
  - Copy of Current I-20
  - Certificate of Finances Form from Anna Maria College
  - Bank Statement or Letter

After you have submitted the above items and the transfer release date on your SEVIS record has arrived, we will issue your Anna Maria College I-20. This I-20 will be mailed to you at the address indicated on your admissions application. Be sure to notify the the College Registrar if the I-20 should be sent to a different address.

You can use the I-20 to travel outside the US and re-enter, or you can remain in the US, and the college will process your transfer in SEVIS once you enroll in classes. If you travel, you may use the visa sticker from your old school with the Anna Maria College I-20 if the visa is still valid. If the visa sticker has expired and you are traveling, you should visit the US Embassy to obtain a new visa. If you remain in the US, you do not need to worry about the expired visa sticker, since it is necessary only when you travel outside of the US and re-enter at an airport or border crossing.

When you arrive at Anna Maria College for classes, you must report to the Registrar on the first floor of Foundress Hall to complete the final steps of the transfer process. It is very important that you report to Anna Maria College no later than the start date on your Anna Maria College I-20 to complete your transfer and to comply with immigration regulations. Failure to report to Registrar within this timeframe will result in the loss of your F-1 student immigration status.

Please note: If the immigration advisor at your previous institution has terminated your I-20 or DS-2019 for failure to maintain status, you are required to contact the ISSO to discuss your situation before you submit this form. It may be necessary for you to travel out of the US or apply for reinstatement with US Citizenship and Immigration Services (USCIS).

If you have any questions about the transfer process, please contact the International Student Services Office (ISSO)



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## TRANSFER RELEASE FORM FOR STUDENTS IN F-1 STATUS

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### PART I: FOR THE STUDENT

Please read on Page 1 the procedures for F-1 Students Transferring to Anna Maria College From Another School in the US carefully before completing this form. Then complete Part I only and present the form to the immigration advisor at the institution you are currently attending or have most recently attended.

Name: \_\_\_\_\_  
LAST (FAMILY NAME) FIRST (GIVEN NAME) MIDDLE INITIAL DATE OF BIRTH (MM/DD/YY)

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Anticipated Entry Term: 20\_\_\_\_  Fall (September)  
YEAR  Spring (January)  
 Summer (June/July)

I hereby grant permission for the information requested below to be released to Anna Maria College

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE (MONTH/DAY/YEAR)

### PART II: FOR THE IMMIGRATION ADVISOR

The student noted above wishes to transfer to Anna Maria College. Please provide the information requested below and return by mail to: Anna Maria College Registrar 50 Sunset Lane Paxton MA 01612 \_\_\_\_\_

SEVIS ID#: \_\_\_\_\_ SEVIS Transfer Release Date: \_\_\_\_\_  
DATE (MONTH/DAY/YEAR)

**PLEASE RELEASE THE SEVIS RECORD To Anna Maria College (BOS214F00016000)** \_\_\_\_\_

Please indicate the following:

Dates of attendance at your institution: \_\_\_\_\_

To the best of your knowledge, is the student maintaining valid F-1 status and eligible to transfer?  Yes  No

If no, please explain: \_\_\_\_\_

Please list any periods of Optional or Curricular Practical Training (CPT/OPT): \_\_\_\_\_

\_\_\_\_\_  
DESIGNATED SCHOOL OFFICIAL AND TITLE

\_\_\_\_\_  
NAME OF INSTITUTION

\_\_\_\_\_  
DSO SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
TELEPHONE

**IF THERE ARE ANY ADDITIONAL COMMENTS YOU WOULD LIKE TO MAKE, PLEASE ATTACH THEM TO THIS FORM.**