



Lewis University Transfer Clearance Eligibility Form for an F-1 International Student

Instructions

The purpose of this form is to confirm your eligibility for school transfer processing in accordance with regulations of the U.S. Citizenship and Immigration Services (USCIS). **WE CANNOT CREATE YOUR I-20 UNTIL WE RECEIVE THESE 2 PAGES FROM YOUR SCHOOL.**

Your current international advisor must let us know which date your SEVIS record (immigration database record) will be available to Lewis University (the date you end classes at your current school).

- If you will leave the U.S.A. and reenter to begin your studies at Lewis University, you must let us know when you will leave the USA, fill out this form and be ready to receive a Transfer Pending I-20 from Lewis University prior to your departure. Also, you must please take the steps below.
- If you will not leave the U.S.A. between the time you cease study at your current school and begin study at Lewis University, please take the following steps:
 1. Complete "Section 1" below.
 2. Submit or forward this form (both pages) to the international student services office at your current school in the U.S.A. Your current international advisor must fill it out so that we know which date your SEVIS record (immigration database record) will be available to Lewis University, which is usually the date you will be done with all classes at your current school.
 3. Report to the Lewis University International Admission Office within the first 5 days of classes and request that your school transfer be processed. (Bring your passport, I-20, I-94 and all immigration documents with you at Orientation). If your previous school completes this transfer eligibility form and sends it to you rather than to Lewis University, please send it to our office: international@lewisu.edu.

Section 1: To Be Completed by Student

I hereby authorize a Designated School Official (DSO) at the school named below (your current U.S. school) to complete Section 2 of this form and either return it to me or send it to the Lewis University International Admission Office: international@lewisu.edu.

Name of current school: _____

Your name (printed): _____

E-mail address: _____ Phone number: _____

Address to which I-20 should be mailed? _____

City, State, Zip Code _____

Number, Country, _____

Phone Number there: _____

Date of birth (MM/DD/YY): _____ Lewis ID number, if any: _____

Do you plan to leave the USA before coming to Lewis University? I plan or I do not plan to leave the U.S.A. before coming to Lewis University.

Your signature: _____ Date (MM/DD/YY): _____



Section 2: To Be Completed by Designated School Official (DSO) at your current school located in the U.S.A.

Please check one of the boxes below, provide the information requested, and return this form to Lewis University via e-mail (international@lewisu.edu) or fax (815-836-5002).
 Our mailing address is: International Admission & Recruitment, One University Parkway unit 297, Romeoville, IL 60446

***WHEN DSO MAKES SEVIS TRANSFER, PLEASE TRANSFER STUDENT TO MAIN CAMPUS – CHI214F11210000**

When will you make this student's SEVIS record available to Lewis University? (MM/DD/YY) _____ / _____ / _____

- Is the student currently attending the school s/he was last authorized by the USCIS to attend? YES NO
- Did the student report to your school? YES NO
- Did the student register and attend classes at this school? YES NO
- Has the student been enrolled full time? If yes, please indicate date of initial attendance: YES NO
 _____ and current program dates: from _____ to _____
- Did the student complete the course of study at your institution? If the student failed to complete it, please explain why and indicate the dates of attendance: YES NO

- Is the student currently taking a legal/authorized vacation? If yes, what is the end date of the vacation period? YES NO

- Has the student met all obligations to this school? If no, please explain: YES NO

- Does this student require reinstatement of status? If yes, please explain why: YES NO

- Has this student used any periods of Practical Training? If yes, please indicate periods of practical training used (including CPT): from _____ to _____ type of PT: YES NO
 YES NO
- Is there any reason (student conduct, criminal complaints, etc.) that you would recommend not accepting the student? If yes, please explain? _____

- I hereby confirm that, to the best of my knowledge, the above student (1) has been enrolled for a full course of study, (2) is considered to be maintaining lawful F-1 status, & (3) thus is **eligible** for notification transfer.
- OR**
- I hereby confirm that, to the best of my knowledge, the above-referenced student is **not eligible** for notification transfer for the following reason(s) [please use reverse side of this form if you need additional space:

Comments and remarks: _____

DSO signature: _____	Address: _____
DSO name printed: _____	Email: _____
Institution Name: _____	Date: _____
Phone number: _____	Fax number: _____