



## 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.**

### F-1 TRANSFER RELEASE FORM

Instructions: Please complete Part I and then submit it to your International Student Advisor or 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 accepted to John Jay College of Criminal Justice?  Yes  No (If no, do not complete and submit until you have been formally accepted.)

Name (please print):

\_\_\_\_\_

Last/Family	First	Middle
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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 a 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: \_\_\_\_\_

Is the student currently maintaining F-1 student status?

\_\_\_\_ Yes      \_\_\_\_ No (*If no, please include the date that the student was out of F-1 status and indicate*

*why:*) \_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

## 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 at your current school. The transfer form must be returned to John Jay’s International Student Advisor/DSO.
- You will also need to submit the **Application for the Certificate of Eligibility (Form I-20)** to John Jay’s International Student Advisor. 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/fistudent>*

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:

Inga Mezale  
Deputy Director of International Student & Scholar Services/DSO  
Room L.64.18 NB  
524 West 59<sup>th</sup> 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.