TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-401.17

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PROCEDURE TITLE: **INTERNATIONAL STUDENT TRANSFER**

BASED ON POLICY:

REVISION NUMBER: 1

**OFFICE OF
RESPONSIBILITY:**   **Marketing and Enrollment Services**

_____September 18, 2012_____

PRESIDENT   **DATE**

PURPOSE

The purpose of this procedure is to establish guidelines for admitting international students who are transferring from another institution.

PROCEDURE

F-1 (International) students who are maintaining status may transfer from one Immigration and Naturalization Services (INS) approved school to another through a notification process. Enrollment Services staff will take the following action when admitting an international student transferring from another institution:

1. Verify that the student was maintaining status at the previously authorized school. Student must provide a copy of the I-20 ID and letter from the Admissions Director/Primary Designated School Official (PDSO) verifying status at the previously authorized school. Students follow TCL's applicable Enrollment Services criteria for international students.

2. On the reverse side of the Form I-20, under "Student Employment Authorization and Other Records", include: "transfer completed from (institution) on (date)." "Include signature, name, and title of school official, date and location of school (city, state)."

3. Ensure that the new I-20 has the student's correct admissions number.

4. Copy the I-20 ID for the student's file.

5. Return the new I-20 to the student with instructions to attach it to the old I-20 ID.

6. Send a copy of the Form I-20 school copy to the school from which the student transferred.

7. Send the Form I-20 copy within 30 days of receipt from student to INS Service Processing Center, P.O. Box 170, London, KY 40741.

8. Any changes to the status of an international student will be documented within the SEVIS database.