



Caldwell College  
International Student Office  
120 Bloomfield Avenue  
Caldwell, NJ 07006-6195

Phone: (973) 618-3519  
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## **CALDWELL COLLEGE** **International Student Office**

### **School Transfer Information for F-1 Students**

Congratulations on your admission to Caldwell College! We are happy that you want to continue your U.S. education with us. This information is provided to help you maintain your F-1 student status.

**The Department of Homeland Security requires that F-1 students complete a “school transfer” when changing to a new school.**

#### **WHAT YOU HAVE TO DO BEFORE YOU COME TO CAMPUS:**

- **Notify your International Student Advisor at your current school (former school if you are currently on OPT) of your intention to transfer to Caldwell College**
- **Schedule a “release date” with your current International Student Advisor for your F-1 record to be transferred to Caldwell College. Your Caldwell College Form I-20 *cannot be issued* until after this release date has been reached.**

**IMPORTANT: If you are completing (or have completed) your program of study or 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!**

- **Complete the attached F-1 Transfer Information and submit it to this office as soon as possible.**
- **Complete our Application for a Form I-20 and submit it with all required documentation to this office by mail or fax.**

## WHAT YOU NEED TO DO AFTER YOU ARRIVE ON CAMPUS:

- **Attend Orientation. It is required that you do so.**
- **See your academic advisor to select your classes.**
- **Report to Office of International Student Services (OISS) immediately after seeing your advisor!** Make photocopies of the following documents and bring them and the original documents with you:
  - Course registration form
  - 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.

**IMPORTANT: You will not be allowed to register for classes until you have been cleared by the Office of International Student Services! We will not clear you without all the documents indicated above.**

- **Return to OISS to pick up your new Caldwell College Form I-20 as instructed at Orientation.**
- **Protect your legal documents.** Make photocopies of them. Never destroy any I-20's. Keep them in a safe place.

We look forward to welcoming you into our student body!



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## CALDWELL COLLEGE International Student Office

### School Transfer-In Information for F-1 Students

**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.*

**PART I: To be completed by student.**

Name  
(printed) \_\_\_\_\_  
Last/ Family First Middle

Today's date: \_\_\_\_\_ SEVIS ID Number: \_\_\_\_\_

Country of citizenship (and Permanent Residence): \_\_\_\_\_

Semester you intend to transfer to Caldwell College: \_\_\_\_\_

Have you been accepted to Caldwell College yet? ( ) Yes ( ) No

If not, when did you apply? \_\_\_\_\_

Have you submitted your Application for a Form I-20 to this office yet? ( ) Yes ( ) No

What "release date" have you and your school agreed upon your records to be transferred to us? Release date: \_\_\_\_\_

Do you intend to travel *outside* the U.S. just before beginning your studies at Caldwell College?

- No
- Yes Dates: From \_\_\_\_\_ To \_\_\_\_\_

If answered yes to previous question, will you need to apply for an F-1 visa to return to the U.S.?

( ) Yes ( ) No

