



School Transfer Information for F-1 Students

Congratulations on your admission to Caldwell University! 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 University**
- **Schedule a “release date” with your current International Student Advisor for your F-1 record to be transferred to Caldwell University. Your Caldwell University 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.**

- Use your Username and password to Log onto our Caldwell Student portal at: <https://my.caldwell.edu/ics> Click on “Student Life” on the top menu, and then “International Students” on the left menu. You will find the New student information section here very important

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 the 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 attend classes until you have an I-20 and 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 University Form I-20 as instructed.
- 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!



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 University: _____

Have you been accepted to Caldwell University yet? Circle (Yes) or (No)

If not, when did you apply? _____

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

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

- 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) or (No)

PART II: To be completed by the International Student Advisor or Designated School Official.
Please complete and return to us with photocopies of student's Forms I -20 by mail or fax.
For your information, Caldwell University school code is NEW214F01054000.

School name: _____

Address: _____

Program of study: _____ Major: _____

Did the student complete the program the I-20 was issued for?

No Yes When? _____

Please indicate the following from the student's record:

1. Authorized Reduced Course Loads: Type and dates:

2. Authorized Practical Training: Type and dates:

Dates of attendance: From _____ to _____

What "release date" have you and the student agreed upon for the SEVIS record to be transferred to us? Release Date: _____

Name of International Student Advisor: _____

Please Print

Telephone: _____ E-mail: _____

Signature of International Student Advisor/DSO/PDSO

Please return this form to:

Maulin Joshi, Director of International Student Services/PDSO
Caldwell University, 120 Bloomfield Ave. Caldwell, NJ 07006
Phone: (973) 618-3519
Fax: (973) 618-3444