



CALDWELL  
UNIVERSITY

## School Transfer-In 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 email.
- **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 Student Services” on the left menu to access important information.

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

- **Attend the mandatory International Student Orientation.**
- **See your academic advisor to go over your class schedule.**
- **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
  - Copy of your most recent I-94 form
  - 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.
  - Copy of Health Insurance card

**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!**



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## School Transfer-In Form 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 ) 3

**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 email.  
For your information, Caldwell University school code is NEW214F01054000.**

***Please do not release records in Terminated or Completed status without confirmation from a Caldwell University DSO.***

School name: \_\_\_\_\_

Address: \_\_\_\_\_

Program of Study/ Major: \_\_\_\_\_

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

No                      Yes                      If so, when? \_\_\_\_\_

Is the student's SEVIS record currently in ACTIVE status?

No                      Yes

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: \_\_\_\_\_

Authorized Reduced Course Loads: Type and dates:

\_\_\_\_\_

Authorized Practical Training: Type and dates:

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Name of International Student Advisor (please print): \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of International Student Advisor/DSO/PDSO

\_\_\_\_\_

**Please return this form via email to [intadmissions@caldwell.edu](mailto:intadmissions@caldwell.edu)**