

## TRANSFER VERIFICATION FORM

**Note: This is not an online form. You must print it and send it to us by mail or fax.**

Dear International Student:

It is required by the United States Citizenship and Immigration Services (USCIS) that international students who wish to transfer from one educational institution to another be in compliance with rules & regulations, published April 22, 1987, & have maintained legal status by:

1. Being enrolled as a full-time, matriculated student, except during the student's annual vacation.

2. Not being engaged in unauthorized employment.

3. Being authorized to attend the institution of enrollment.

4. Having a valid passport, I-20 ID, & I-94.

If you received your I-20 from an academic institution in the United States and you wish to transfer to Loyola ESL, please fill out the first section of this form and take the form to the international student advisor (ISA) or designated school official (DSO) at the institution that issued your current I-20. Ask the ISA or DSO to complete the bottom part of this form and to return it to Loyola ESL by mail or fax (contact info below).

### TO BE COMPLETED BY THE STUDENT:

Full name of student, including last name (family or surname), first name, middle name:

Mailing address of student:

line 1:

line 2:

line 3:

Telephone number (include area code):

E-mail:

Date of birth (month/day/year):

SS#:

Country of birth:

Country of citizenship:

Current I-94 #:

Current Academic Level:

Date you expect to begin at Loyola ESL (month/day/year):

*By signing below, I affirm that the above information is correct, and I authorize the International Student Advisor of my current institution to provide the information requested below to Loyola University Chicago so I may transfer to Loyola University Chicago.*

*To my current institution International Student Advisor:*

*Please release my record in SEVIS to transfer to Loyola University Chicago*

*on \_\_\_\_\_ (date)*

Student signature: \_\_\_\_\_ Date:

---

**TO BE COMPLETED BY THE ISA/DSO:**

F-1 \_\_\_\_ J-1 \_\_\_\_ Other: \_\_\_\_\_

SEVIS I.D. Number: \_\_\_\_\_

\_\_\_\_ The student is enrolled full-time, in good standing, eligible for a notification transfer.

\_\_\_\_ The student is not currently enrolled and the last completed term was: \_\_\_\_\_

\_\_\_\_ Is this student eligible for a notification transfer? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_The student is out of status and a reinstatement application was filed on:\_\_\_\_\_

\_\_\_\_\_The student is out of status.

Please indicate any periods of authorized practical training or off-campus employment:

Type of training or employment:\_\_\_\_\_

Dates (from-to): \_\_\_\_\_

Type of training or employment:\_\_\_\_\_

Dates (from-to):\_\_\_\_\_

Name and address of institution: \_\_\_\_\_

Name (printed) and title of ISA/DSO: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of ISA/DSO: \_\_\_\_\_ Date:\_\_\_\_\_

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

***Please FAX or send this form to LOYOLA Office for International Programs:***

**US Postal Service (use address below):**

ESL Program, Office for International Programs  
Loyola University Chicago  
6525 N. Sheridan Road  
Chicago IL 60626 USA

**FedEx, DHL, and UPS (use address below):**

ESL Program, Office for International Programs  
Loyola University Chicago  
Sullivan Center for Student Services  
6339 N. Sheridan Road, Room 206  
Chicago IL 60660 USA

***Office for International Programs - Tel: (773) 508-7706 FAX: (773) 508-7125***

***English as a Second Language Program - Tel: (773) 508-3880 FAX: (773) 508-7125***