



## INSTRUCTIONS

**This form should be completed if:**

1. You are transferring to Loyola University Chicago from another U.S. institution (high school, community college, university, technical school, etc.)
2. You have received an admission letter from LUC
3. You have submitted the [I-20/DS-2019 Request/Declaration and Certification of Finances](#) form along with proof of funding to cover the cost of attendance for at least one academic year of study
4. You want an I-20 from LUC

You are eligible to transfer from another school to Loyola University Chicago up to the end of your 60-day grace period after your **completion date**. The completion date is the date you conclude your course of study at your previous institution or your OPT period. Within the 60-day grace period, the Designated School Official (DSO) at your current institution must update your SEVIS record as **transfer out** and assign a **release date**. Please consult with the International Students Advisor/DSO at your current institution regarding the **transfer out** procedure.

**Please indicate that you are transferring your SEVIS record to:**

School name: **Loyola University Chicago - Loyola University Chicago**

School code: **CHI214F00657000**

Please note that **the start date of your study at Loyola University Chicago must be within 5 months after either the release date or completion date** (whichever is earlier). If your start date at LUC is beyond the 5-month period, you must request an **Initial I-20 from Loyola University Chicago**. With your Initial I-20 in hand, you must leave the U.S within your grace period, apply for a new student visa, and re-enter the U.S. You may enter the U.S. no more than 30 days before the start of your program.

If you have any questions, please contact the Office for International Programs at Loyola University Chicago either by phone at **773-508-3899** or by email at [iss@luc.edu](mailto:iss@luc.edu).

**TO BE COMPLETED BY STUDENT**

Family Name (Last Name) \_\_\_\_\_ Given Name (First Name) \_\_\_\_\_ Middle \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip \_\_\_\_\_

Date of birth \_\_\_\_\_ Country of birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Current Level:  Undergraduate  Graduate  
Most current I-94 number (retrieve from [i94.cbp.dhs.gov](http://i94.cbp.dhs.gov))  ELLP

**By signing below, I authorize the International Student Advisor/DSO to provide the information requested and release my SEVIS record on \_\_\_\_\_ so I may transfer to Loyola University Chicago.**

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

**TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR/DSO**

Visa status:  F-1  Other (Contact ISS Office) SEVIS ID Number: \_\_\_\_\_

- The student is enrolled full-time, is in good standing, and is eligible for a notification transfer
- The student is not currently enrolled, and the last completed term was \_\_\_\_\_
- The student's current I-20 end date is \_\_\_\_\_
- The student is out of status

Is the student eligible for a transfer?  Yes  No Loyola School code: **CHI214F00657000**

If the student is eligible for a transfer, please indicate the date on which your institution will release the student in SEVIS for transfer: \_\_\_\_\_

Please indicate any periods of authorized practical training:

CPT Start date \_\_\_\_\_ End Date \_\_\_\_\_  
OPT Start date \_\_\_\_\_ End Date \_\_\_\_\_

Institution name: \_\_\_\_\_

Institution Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DSO Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

DSO Signature \_\_\_\_\_ Date \_\_\_\_\_

**Explore | Engage | Transform | Lead**

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