

Instructions For F-1/J-1 Students Transferring to Claremont Graduate University



In order to transfer your F-1/J-1 student status from your current/previous school to Claremont Graduate University, you must do the following:

1. Have your current/previous school complete the attached transfer form and return it to CGU's Assistant Director of International Services.
2. Bring a copy of your current I-20, passport, visa, and I-94 card to the Assistant Director of International Services along with the following:
 - Proof of personal health insurance proof (if applicable)
 - A verified Pre-Registration Tuberculosis (TB) form (to be completed at the Student Health Center)
 - Signed copy of SEVIS Requirements found online at <http://www.cgu.edu/pages/411.asp>.

Please note: F-1/J-1 School transfers must be completed within the first 15 days of the semester.

If you leave the United States prior to arriving in Claremont, you should re-enter the U.S. using your CGU I-20/DS-2019 form. ***Please let us know if you will be traveling outside of the US before beginning your studies at CGU so that we may provide you with a temporary transfer-pending I-20 before you leave.*** When you arrive in Claremont, you need to bring your passport, I-94 card and I-20/DS-2019 form to the Assistant Director of International Services. You may continue to use your old student visa for travel as long as it's still valid.

If you have any questions about the transfer process, please contact the International Student Coordinator.

Nusha Shishegar
Assistant Director of International Services
Claremont Graduate University
160 E. 10th St., E. Harper Hall
Claremont, CA 91711

E-mail: Nusha.Shishegar@cgu.edu
Phone: (909) 607-3371
Fax: (909) 607-7285

AUTHORIZATION FOR F-1/J-1 STUDENT SCHOOL TRANSFER

For the Assistant Director of International Services - More forms can be printed at www.cgu.edu/pages/411.asp

Section A: To Be Completed by the Student

STUDENT NAME: _____

DATE OF BIRTH: _____ SEVIS ID#: _____

COUNTRY OF CITIZENSHIP: _____ COUNTRY OF BIRTH: _____

Section B: To Be Completed by the International Student Advisor (P/DSO or A/RO)

The above-named student has informed us of his/her intent to transfer to our school and has been accepted into the program of his/her choice. If the student is eligible to transfer, please mark the **Transfer Out Date in SEVIS** as your program end date or the date which the student requests, whichever is earlier. Please complete this form and the SEVIS transfer, attach a copy of the students current I-20/DS-2019 form, and return it to the address indicated on the back of this form.

➡ Please release the student's record to
"Claremont Graduate University" ⬅
LOS214F0805000
(NOT Keck Graduate Institute)

DATES OF ATTENDANCE: _____ TO _____

PROGRAM END DATE: _____

SEVIS RELEASE DATE:

To the best of my knowledge this student is eligible for transfer to Claremont Graduate University.

YES: NO: If no, please explain: _____

This student has engaged in practical/academic training. YES: NO:

If yes, please list the type and dates of practical/academic training: _____

NAME OF SCHOOL: _____

ADDRESS OF SCHOOL: _____

PHONE: _____ INS SCHOOL FILE # _____ 214 F _____

Name and Title of school official

Signature

Date