IRis

Northeastern University

ISSI Forms

International Student & Scholar Institute

January 01, 2009

# ISSI form 658: Transfer-in verification form for CPS students

International Student & Scholar Institute, Northeastern University

Recommended Citation

International Student & Scholar Institute, Northeastern University, "ISSI form 658: Transfer-in verification form for CPS students" (2009). *ISSI Forms*. Paper 41. http://hdl.handle.net/2047/d20004017

This work is available open access, hosted by Northeastern University.

ISSI

Many Cultures. One Northeastern.

# Transfer-In Verification Form for CPS Students

ISSI Form 658

**Instruction Sheet**

## Who should complete this application?

All international students who have been accepted into the College of Professional Studies (CPS) program at Northeastern University and intend to transfer from another U.S. educational institution, or are on a period of Post-Optional Practical Training or Academic Training in F-1 or J-1 status.

## How do I complete this application?

This application is divided into two parts. **Part I** should be completed by the student and **Part II** by the International Student Advisor of the school where the student currently attends or has previously attended.

## Is there anything I should know before completing this application?

- Students cannot be issued a certificate of eligibility (I-20 or DS-2019 form) from Northeastern until this form is completed and the release date on her/his SEVIS record has passed. The International Student & Scholar Institute (ISSI) will send a new "Pending Transfer" I-20 form or DS-2019 to the address listed on the student's DCF form.
- International students should arrive on campus no later than the program start date on their new I-20 or DS-2019 form and report in person to the ISSI during scheduled Immigration Clearance sessions. Only at that point, will the student's transfer to Northeastern be activated in SEVIS.
- If a student needs to travel overseas and plans to return after the SEVIS release date, please be aware that he/she must be in possession of an I-20 or DS-2019 issued by Northeastern University. If the student is planning on travelling during this time frame, they must inform the ISSI.

## Where do I submit this application?

After both parts of the form have been completed and signed, the application must be submitted, either by mail or fax, to the ISSI at Northeastern University using the information provided on page two of the application.

## What else do I need to submit with this application?

In addition to submitting this form with all copies of supporting documents to the ISSI, the student must **also** submit their signed and completed DCF form (originals only, no copies) which is enclosed with this application, including all original supporting documents, to the CPS Admissions office at Northeastern University.

## After submitting this form and DCF, what can I expect to receive next?

After both the DCF and this form have been submitted and processed successfully, the ISSI will send the student their Welcome Letter, Certificate of Eligibility (I-20), and important orientation information. Please note that during orientation, students are **required** to attend an Immigration Clearance session at the ISSI to complete enrollment and fulfill immigration requirements. The ISSI will inform students when they should attend the appropriate Immigration Clearance session.

International Student & Scholar Institute
405 Ell Hall, www.issi.neu.edu
Phone: 617-373-2310 Fax: 617-373-8788

Northeastern University

ISSI 658-MD-KHN-051711 [Q] W

ISSI

Many Cultures. One Northeastern.

# Transfer-In Verification Form for CPS Students

ISSI Form 658

IMPORTANT: Please review the Instruction Sheet before completing this application.

**PART I: Student Personal Information - To be completed by the transferring student (print legibly or type)**

**Name:** _____
Last or Family First or Given Middle

**Your Current U.S. Address (required):**

_____
Number Street Apt

_____
City State ZIP

**Email Address:** _____ **Telephone: (_____)** _____

**Intended Start Date at Northeastern:** **Month:** _____ **Year:** _____

**Degree Sought:** _____ **Program of study:** _____

**ATTENTION STUDENTS AUTHORIZED FOR OPTIONAL PRACTICAL TRAINING:**
**Please be aware that transferring your SEVIS record during a period of authorized Optional Practical Training (OPT) will cancel your employment authorization as of the SEVIS release date (the date that the release of your SEVIS record by your previous school becomes effective). If you are authorized for OPT and wish to use any OPT that will occur prior to your start date at Northeastern, please request that your previous school use a release date that occurs after completion of your OPT, but prior to your scheduled start date at Northeastern, which will be the first day of orientation for new international students.**

*"I give permission to release the information requested to Northeastern University.*
*I certify that I have been accepted into the above described program of study."*
(Please note that without your signature the ISSI will not process your request for transfer)

**Signature of Student:** _____ **Date:** _____
Please note that without a signature the ISSI will not be able to process your request for transfer.

Northeastern University

**PART II: To be completed by the International Student Advisor (PDSO/DSO, or RO/ARO) at current/previous school/college**

The above-named student on page one has been admitted to Northeastern University. In accordance with current immigration regulations, we request that you confirm her/his status at your institution so that we may process a transfer in SEVIS.
Thank you for your assistance.

**Student's Name**: _____ **SEVIS ID #** _____

Visa Type: ☐ F-1 ☐ J-1 Expiration of Certificate of Eligibility (I-20 or DS-2019 form): _____

☐ Currently attends ☐ Last Attended ☐ Never Attended

_____
Name of Institution

_____
Address

From_____ To _____
mm/dd/yyyy mm/dd/yyyy

I-94 # : _____ Expiration date of I-94 card: ☐ D/S Other: _____
mm.dd.yyyy

**Date of completion or expected completion of study:** _____
mm/dd/yyyy

**Has the student been authorized for:** ☐ Optional Practical Training (OPT) or ☐ Academic Training?

**Please list any periods of Optional Practical Training or Academic Training:** _____

To the best of your knowledge, is this student currently maintaining status under USCIS regulations: ☐ Yes ☐ No

☐ The student ***is*** eligible to transfer ☐ The student ***is not*** eligible to transfer

If not, please explain: _____

_____

► **SEVIS Transfer Release Date:** _____
mm/dd/yyyy

- Please note that for an F-1 SEVIS transfer, the school code for Northeastern University is **BOS214F00257000**.
- Northeastern University's J-1 program number is **P-1-03057**.

**Please do NOT complete or terminate the SEVIS record if the student is eligible to transfer.**

| | | |
|---|---|---|
| Student Advisor's Signature | Phone Number | E-mail Address |
| Student Advisor Name and Title (Please Print) | Fax Number | Date |

►► WHEN PART II IS COMPLETE, PLEASE RETURN THIS FORM BY FAX OR MAIL TO THE FOLLOWING ADDRESS ◄◄

**College of Professional Studies Office of Admissions**
**Northeastern University, 50 NI, 360 Huntington Avenue, Boston, MA 02115**
**Phone: 617-373-2400 Fax: 617-373-8929 Email: cpsadmissions@neu.edu**