

John Carroll University
F-1 Undergraduate Student Transfer Form

All F-1 undergraduate student applicants transferring from a US institution (high school or university) to JCU must complete this form. Complete **Section I** and give this form to the international student advisor at your current/previous school to complete **Section II**. The completed form must be mailed or faxed to JCU's Office of Admission at (216) 397-4981.

We cannot issue your I-20 for transfer until your SEVIS record has been released from your current institution and until we receive the completed Transfer Form verifying your status. **Issuing your I-20 after the release date could take a few weeks. Please allow ample time.**

NOTE: All authorized employment at your current/previous school and/or any remaining OPT employment authorization based on your current/previous degree program will end once your SEVIS record has been released to JCU.

Section I- TO BE COMPLETED BY STUDENT (please legibly PRINT all information requested):

JCU ID: _____ Admission Term: ☐ Fall ☐ Spring ☐ Summer

Name _____
(as it appears in passport) Last name/Family name/Surname First Name Middle Name

Email Address _____ Phone Number _____

I request and authorize my present international student advisor (or Designated School Official) to provide the information below as a part of my application for transfer to John Carroll University and to release my electronic SEVIS record.

Signature _____ Date _____

Section II - TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR:

Student's SEVIS ID Number: _____

Last date the student was enrolled at your institution _____ Did the student graduate? ☐ Yes ☐ No

Is the student currently in status? ☐ Yes ☐ No

*If no, has a reinstatement application been filed? (Y / N) Date of termination in SEVIS: _____

SEVIS Transfer Release Date _____

Name of PDSO/DSO _____ Title _____

Name of Institution _____ City _____ State _____ Zip _____

Signature _____ Date _____ Email _____

Mail to: John Carroll University Office of Admissions, 1 John Carroll Blvd., University Heights, OH 44118
Fax to: (216) 397-4981

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