

TRANSFER-IN



International Student & Scholar Institute
405 Ell Hall, www.issi.neu.edu

Transfer-In Notification & Confirmation Form for Students in F-1 or J-1 status: ISSI Form 121

This form is required of all international students admitted full-time to Northeastern University and who are currently enrolled at another U.S. school/college/university OR are in a period of Post-Completion Optional Practical Training (OPT) or Academic Training (AT) and are in F-1 or J-1 status. **Part I** should be completed by the student and **Part II** by the International Student Advisor at the school the student currently attends or has previously attended. Please note, 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.

PART I - To be completed by the transferring student (print legibly or type)

Family Name: _____ Given(First) Name: _____

Your current U.S. address (**required**): _____
Street Apt. #

City State ZIP

E-mail Address: _____ Telephone Number: _____

Semester you intend to enroll at Northeastern University: Fall Spring Summer Year: _____

Note: You must begin your program at Northeastern within 5 months of completing your program at your current school or within 5 months of your transfer release date, whichever is earlier

Degree Sought: _____ Program of study: _____

Please be reminded that transferring your SEVIS record during a period of authorized Practical training (OPT) will cancel your employment authorization as of the SEVIS release date.

IMPORTANT: make sure that you have submitted the following documents to your admitting Graduate School at Northeastern University:

1. Copy of the biographical page of the passport
2. Copy of both sides of your I-94 card
3. Copy of all previous I-20s from your current and previous institutions
4. Copy of Employment Authorization Document (EAD card) or Academic Training authorization letter, if applicable
5. Declaration and Certification of Finances Form (DCF)

Please read and sign the following statement:

"I give permission to provide the information requested to be released to Northeastern University. I confirm that I have been accepted into the above described program of study."

Student's Signature _____ **Date:** _____

Please note that without your signature the ISSI will not process your request for transfer

