



## International Student Transfer Form

### Instructions

This form is required of all international students currently in the U.S. in F-1 status, regardless of whether or not the student intends to travel outside of the U.S. Complete and return this form only after you have received your acceptance letter to Daemen College. After you have received your formal acceptance letter, you must complete Section 1 of this form. Then give the form to the Designated School Official (DSO), or your International Student Advisor, for Section 2 to be completed. Return the form to Daemen College via mail or fax.

Follow the instructions below:

1. Section 1 is to be completed by the student after receiving admission to Daemen College.
2. Section 2 is to be completed by a Designated School Official (DSO) at your current school. The DSO will:
  - a. Enter into SEVIS your intent to transfer to Daemen College (Amherst Campus: **BUF214F00189000**).
  - b. Enter into your record in SEVIS a Transfer Release Date. On this date your electronic SEVIS record will become accessible to Daemen College.
3. Return the completed Student Transfer Form to Daemen College. Please also include copies of all other immigration-related materials, including:
  - a. Copy of the biographic page from your passport
  - b. Copies of ALL previous I-20s issued by other schools
4. Report to the Global Programs Office immediately upon arrival at Daemen College. Bring copies of your passport and all immigration documents with you at that time.

If you, or your school's Designated School Official (DSO), have any questions about the transfer process, please contact the Global Programs Office via telephone at (716) 566-7837 or via e-mail at [international@daemen.edu](mailto:international@daemen.edu).



## International Student Transfer Form

### SECTION 1 - To be completed by Student (After receiving admission to Daemen College):

Name (Please Print): \_\_\_\_\_  
Last (Family) First (Given)

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Name of Current School: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I intend to transfer to the Daemen College for the (Spring/Summer/Fall, Year) \_\_\_\_\_ semester. I hereby grant permission for the information requested below to be made available to the Daemen College.

### SECTION 2 - To be completed by Designated School Official (DSO):

Please check all appropriate boxes below, provide the information requested, and return this form to Daemen College via mail or fax.

The above named student intends to transfer to Daemen College for the semester stated above.

- ☐ The student named above: (1) has been enrolled in a full-time course of study, (2) is considered to be maintaining lawful F-1 status, and (3) is eligible to transfer.
- ☐ This student is NOT eligible to transfer because s/he is out of status and has been advised to apply for reinstatement.
- ☐ This student would be eligible to continue studies at the current school.
- ☐ This student would NOT be eligible to continue studies at the current school because:
- ☐ Our school is not authorized to enroll international students in SEVIS.

Has the student used any periods of Curricular Practical Training? Yes ☐ No ☐  
If yes, from \_\_\_\_\_ to \_\_\_\_\_ (full time)  
from \_\_\_\_\_ to \_\_\_\_\_ (part time)

Has the student used any periods of Optional Practical Training? Yes ☐ No ☐  
If yes, from \_\_\_\_\_ to \_\_\_\_\_ (full time)  
from \_\_\_\_\_ to \_\_\_\_\_ (part time)

- The student's SEVIS Identification Number is: \_\_\_\_\_
- This student's Transfer Release Date in SEVIS is: \_\_\_\_\_
  - ☐ Please release the student to: Daemen College (BUF214F00189000)

DSO Signature: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

DSO Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_