

F-1 Student Transfer Information Sheet

How to transfer TO Bucks County Community College:

IMPORTANT NOTE: Transfer students must meet minimum level of English for credit instruction as determined by College Placement testing.

If you have any further questions concerning the transfer procedure, please contact: the Office of Multicultural Student Services at 215.968.8107.

1. Submit a completed International Student Application.
2. Inform your international advisor at your current school that you are transferring to Bucks. Your international student advisor must complete the Transfer Recommendation Form and mail it directly to the Office of Multicultural Student Services.
3. Submit a copy of your current I-20 with your International Student Application.
4. After all materials are received; you will be contacted from Bucks to indicate that you may come to the Office of Multicultural Student Services to pick up your new Bucks I-20.
5. When you arrive at Bucks, you must bring your passport, visa, I-94, Driver's license, and/or Social Security Card to pick up your new I-20.
6. If you will be traveling outside of the United States before you attend Bucks, you will be issued a new I-20 before you leave the US. Please notify the Office of Multicultural Student services by letter with the date you will leave, your destination, and when you will return. It will also be helpful to have you registered for classes before you leave.
7. If you want plan on transferring credits from your previous institution, you are required to send an official transcript to the Office of Admissions and Records.

Special Transfer Topics:

If decide not to transfer, it is important that you inform the Multicultural Student Services Office immediately.

If a student completes a course of study or OPT, the student is eligible for transfer through the end of the 60-day grace period. Be aware of the 5 month start-date limit to begin studies at your new school: you cannot remain in the US if you are transferring to another institution and classes do not begin within 5 months of your transfer.



F-1 Student Transfer Form

Bucks County Community College
Multicultural Student Services
275 Swamp Road, Pemberton Hall - Room 120, 1st floor
Newtown, PA 18940

215-968-8137 - Office
barlowm@bucks.edu
215.504.8525 - Fax

Student Name: _____ **TERM OF TRANSFER:** _____

Please sign below allowing the release of information and give this form to the foreign student advisor at the institution you now attend or most recently attended. Please note that the new I-20 from Bucks County Community College must be obtained within 60 days of the last date of your full-time attendance at the previous school.

I grant permission for the information requested below to be released to *Bucks County Community College*.

Signature _____ **Date** _____

TO: Designated School Official

The above-named student has requested admission to Bucks County Community College. In compliance with USCIS regulations, we request confirmation of his/her status at your institution before approving transfer to our College. Please complete the following and return to the address listed above.

Current Immigration Status:

The student is in good standing and is/has been pursuing a full course of study. **Yes** _____ **No** _____

The student is out of status, and we will advise him/her to apply for reinstatement upon receipt of a SEVIS I-20 from Bucks County Community College. **Yes** _____ **No** _____

The student has meet all financial obligations. **Yes** _____ **No** _____

SEVIS I-20 Information:

SEVIS ID # _____ **TRANSFER RELEASE DATE:** _____

DSO Name: _____ **Signature:** _____

Institution Name: _____ **Contact phone number:** _____

Email Address: _____

Thank you for your assistance.