

# Hope College

Transfer Students

## Instructions for F-1 Students Currently in the US

**As an F-1 visa holder, the US federal government must be informed of the educational institution you are attending in the US. If you have been studying at another US educational institution and now plan to attend Hope College, your SEVIS record must be transferred.**

After you have been admitted to Hope College and have made your decision to attend Hope College, you must begin the process of transferring your SEVIS record by completing the student portion of the “Transfer in Verification” Form. Next you will submit this form to the International Office at your current education institution. A *Designated School Official* at your current school must complete part II of the form and submit it to the Office of International Education at Hope College. The Office of International Education will be able to produce your Hope College SEVIS I-20 after the **release date** noted in SEVIS by your current school. You must begin your studies within five months of completing your studies at your current institution or within five months of the expiry date of your EAD card if participating in Optional Practical Training (OPT). Your current institution must release your SEVIS record to Hope College no later than 60 days from the completion of your studies or expiry of your EAD card.

**Please note:** You may no longer work on your current campus after the release date.

To complete the transfer process, you are required to contact the Hope College Office of International Education within 15 days of the program start date listed on your SEVIS I-20. This obligation is fulfilled by attending the mandatory International Student Orientation program provided by the Office of International Education (OIE). At orientation, you will be asked to identify yourself as a transfer student.

**All international students on F-1 and J-1 visas are legally required to attend the International Student Orientation program.**

When you attend orientation, you must bring the following documents:

- 1) Originals of your passport, I-94 card, and Hope College I-20 (if not taken at the US border if you travel between attending your current school and Hope College).
- 2) At the orientation, we will photocopy your identity, expiry, and visa pages of your passport.

The OIE orientation schedule is available on at:

<http://www.hope.edu/academic/international/intlstudents/admitted/orientation.html>

Office of International Education (OIE)  
Hope College SEVIS  
257 Columbia Avenue, Holland, MI. 49423  
Tel: 616/395/7605 Fax: 616/395/7937  
[www.hope.edu/academic/international/](http://www.hope.edu/academic/international/)

**TRANSFER IN VERIFICATION  
FORM FOR F-1 STUDENTS**

**Hope College Code: DET214F00329000**

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**Instructions:** Students in F-1 status who have been admitted to Hope College and need to transfer their F-1 status to Hope should complete Part I of this form. The International Student Advisor at your current school must complete part II and fax the form to the OIE at **616/395/7937**. Your I-20 form cannot be issued until your current school has transferred your SEVIS record to Hope. When you arrive at Hope, you must report to the OIE within 15 days of the start date on your I-20 Form to complete the transfer process. If you fail to report within 15 days, you will be out of status in the U.S.

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**Part I: To be completed by student**

**Name:** \_\_\_\_\_  
Last Name First Name Middle Name

**Telephone Number:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Current Mailing Address:** (Hope will send your new I-20 to this address so make sure you will be able to continue to receive mail for at least four weeks after submitting this form.)

**Country of Birth:** \_\_\_\_\_ **Country of Citizenship:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**By signing below, I authorize the International Student Advisor to provide the information requested below.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Part II: To be completed by an International Student Advisor at your current school**

Please indicate the student's current immigration status: F-1 \_\_\_\_\_ J-1 \_\_\_\_\_ Other \_\_\_\_\_

**SEVIS ID Number** \_\_\_\_\_ **Date of Release for transfer** \_\_\_\_\_

Student was last enrolled full time during the Fall / Spring / Summer term (circle one)

Student completed or terminated studies on \_\_\_\_\_.

Has the student been authorized for any CPT or OPT? If yes, please specify the dates authorized and whether the authorized periods were for CPT or OPT. \_\_\_\_\_.

If the student is out of status and has filed a reinstatement application, please note date the application was filed:  
\_\_\_\_\_

To the best of my knowledge, is this student in status according to DHS regulations and eligible for a transfer?  
Yes: \_\_\_ No: \_\_\_ If no, please explain: \_\_\_\_\_

**Name of Person Completing this Form:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name and Address of Institution:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please fax completed form to 616/395/7937**