



Transfer Release Form
For F-1 Students transferring into Normandale Community College

Transfer Procedures:

- 1. Complete section 1 of this form
2. Visit the international student office at your current school and determine an appropriate 'release date' for your transfer.
3. Have the DSO at your current school complete section 2 of this form and fax it to 952-358-8230

I-20 Issuance:

- Students traveling outside the US will receive a "Transfer Pending" I-20 soon after their SEVIS records released to Normandale Community College.
• Students remaining in the US will receive a NCC I-20 after SEVIS records released to Normandale Community College

SECTION 1 To be completed by the student

Family Name _____ First Name _____

Birth date: _____ - _____ - _____ Student ID # (if known): _____

Term of admission at the NCC: ___ Fall ___ Spring ___ Summer Year: _____

(Note: You must begin your program at the NCC within 5 months of completing your program at your current school or within 5 months of your transfer release date, whichever is earlier).

Do you plan to travel outside the US before beginning your program? ___ No ___ Yes

Dates of travel: _____

(Note: You must use NCC I-20 for reentry the US to begin new program at Normandale Community College).

I authorize my current institution to provide the information requested in Section 2 of this form to the Normandale Community College.

Student Signature: _____ Date: _____

SECTION 2 To be completed by a Designated School Official at your current institution

Please provide the requested information and fax this form to NCC Admissions at 952-358-8230

[] To the best of my knowledge, this student is in valid F-1 status and is eligible for transfer

Has the student been authorized for practical training?

___ No

___ Yes: ___ CPT ___ OPT Dates _____ Program Level

• When the student was last enrolled (or OPT) at your school? _____

• Student's SEVIS ID # _____ Release Date _____

Transfer student's record to: "Normandale Community College" (School Code: SPM214F00428000)

[] This student is out of status. Reinstatement option and procedures were explained to student

Name of DSO _____ Title of DSO _____

Name of School _____ Location of School _____

Signature _____ Date _____ Telephone _____ Email Address _____