# Eligibility Confirmation Form for School Transfer by an F-1 Student

Office of Visa Services, Princeton University, 120 Alexander Street, Princeton, NJ 08544
tel: 609-258-1451 fax: 609-258-2502

This form is required of all 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. Before beginning studies at Princeton, the student must complete this form and give it to a Designated School Official (International Student Advisor) at his or her current school to complete, sign and return to the Office of Visa Services (OVS) at Princeton University. You cannot be issued a visa document from Princeton until this form has been completed and your SEVIS record release date has been reached. Once you have been issued a visa document from Princeton, you must report to the Office of Visa Services within 15 days of the start date on your I-20 to have your transfer processed.

**Please follow the instructions below:**

1. Section 1 is to be completed by the student. The student should then consult with an international student advisor at the current school to establish a SEVIS release date.
2. Section 2 is to be completed by a Designated School Official (DSO) at your current school. The DSO will also:
   a. Enter into SEVIS your intent to transfer your F-1 status to Princeton University (Princeton is listed as "Princeton University" (NEW214F10083000) in the SEVIS Transfer School list), and
   b. Enter into SEVIS a "transfer release date" on which your electronic record will become accessible to Princeton.
   c. Return the completed School Transfer Form to OVS.
3. The student must report to OVS upon arrival in Princeton. Bring copies of your passport and all immigration documents with you at that time. The transfer process is not complete until check in with OVS so that arrival can be reported to SEVIS!

Please note: Travel outside of the U.S. using Princeton's I-20 will not be possible until after the SEVIS release date as we are unable to access your SEVIS record until that date.
*For question about the transfer process, please telephone Mladenka Tomasevic (DSO) at 609.258.1445.*

# Eligibility Confirmation Form for School Transfer

***SECTION 1 - TO BE COMPLETED BY STUDENT***

I authorize a DSO at my current school to complete Section 2 of this form and send it to the Office of Visa Services at Princeton University.

Name (please print): _____
Family Name Given Names
Date of Birth (MM/DD/YYYY): _____
Name of Current School: _____
Student Signature: _____ Date: _____

***SECTION 2 - TO BE COMPLETED BY DESIGNATED SCHOOL OFFICIAL (DSO)***

Please check the appropriate boxes below, provide the information requested, and return this form to the Office of Visa Services via mail or fax.

To the best of your knowledge, the student above is in status and eligible to transfer to Princeton's F-1 sponsorship? ____YES ____NO
If no, briefly explain the circumstances: _____

Date of graduation/termination of studies/completion of OPT: _____

➔This student's SEVIS Identification Number is: _____
➔This student's Transfer Release Date in SEVIS is: _____

**Please release the student to: "Princeton University" (NEW214F10083000).**

DSO Signature: _____ E-Mail Address: _____
DSO Name (Please print): _____ Date: _____
Phone Number: _____ Fax Number: _____

**Fax or Mail this page to:**
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