

# Longy School of Music

One Follen Street, Cambridge, Massachusetts 02138

p: 617-876-0956, x1523 f: 617-876-9326

## Eligibility Confirmation Form For School I-20 Transfer by an F-1 Student

### Instructions

The purpose of this form is to confirm eligibility for school transfer processing in accordance with the F-1 regulations of the U.S. Citizenship and Immigration Service (USCIS). 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. before beginning studies at the Longy School of Music. The student and the Designated School Official must complete this form in order for the Longy School of Music to issue a *Certificate of Eligibility for Nonimmigrant (F-1) Student Status* (SEVIS form I-20). Please follow the instructions below:

1. Please fill out "Section 1.
2. Notify the school you are currently attending of your academic acceptance and intent to transfer to Longy School of Music. A Designated School Official at your current school will need to complete "Section 2" of this form. The Designated School Official at your current institution will need to:
  - (1) Enter into SEVIS your intent to transfer to the Longy School of Music
  - (2) Enter into SEVIS a "transfer release date" on which your electronic record will become accessible to Longy School of Music for processing. Please make certain of your decision, as your current school can only release your SEVIS record to one school.
3. Return this completed Eligibility Confirmation Form for School Transfer by an F-1 Student to Longy School of Music.
4. Please include copies of all immigration-related documents listed below:
  - (a) Copy of the data page(s) of your unexpired passport including the passport expiration date page
  - (b) Copy of I-94 Departure Record (the small white card usually stapled into passport)
  - (c) Copies of previous I-20s issued by ALL schools attended in the U.S.
  - (d) Copy of most recent F-1 visa stamp
  - (e) Completed Eligibility Confirmation Form for School Transfer by an F-1 Student
5. Contact the Admissions Office at Longy School of Music after the Transfer Release Date on the second page of this completed form to obtain your transfer pending I-20.

To complete the transfer process, you must report to the Longy School of Music Admissions Office **no later than 15 days after the start date indicated on your Longy School of Music SEVIS Form I-20**. Bring your passport and all immigration documents with you. The transfer is not complete until you report to the Admissions Office. Failure to check-in at the Admissions Office within 15 days from the start of your program will violate your F-1 student status.

### Section 1: To Be Completed by Student

I hereby authorize a Designated School Official (DSO) at the school named below to complete Section 2 of this form and either return it to me or send it to the Longy School of Music Admissions Office at the address above.

Name (please print): \_\_\_\_\_  
(Family / Last name) (Given / First name)

Current U.S. address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code

Name of current school: \_\_\_\_\_

Date of birth: \_\_\_\_\_

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

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

### Section 2: To Be Completed by Designated School Official (DSO)

Please complete Section A and check the appropriate box in Section B. Please provide all the requested information, sign, and return this form to the student or to the Admissions Office directly via fax at 617-876-9326 or via mail.

#### A. VERIFICATION OF SCHOOL AND F-1 STUDENT STATUS IN SEVIS

The record for the above-referenced student has been entered into SEVIS. The following information is provided in order for a SEVIS to SEVIS transfer to be processed by Longy School of Music.

- **F-1 Student's SEVIS Identification Number:** \_\_\_\_\_
- **F-1 Student's Transfer Release Date in SEVIS:** \_\_\_\_\_
- **Names and SEVIS Identification Numbers for any F-2 Dependents**

*Names of Dependent (Family Name, Given Name)*

*SEVIS ID NUMBER*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### B. STUDENT'S ELIGIBILITY FOR NOTIFICATION TRANSFER

I hereby confirm that, to the best of my knowledge, the above-referenced student (1) has been enrolled in a full-course of study, (2) is considered to be maintaining lawful F-1 status, and (3) is eligible for notification transfer.

I hereby confirm that, to the best of my knowledge, the above referenced student is not eligible for notification transfer for the following reason(s): [Please attach separate sheet if you need additional space.]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
DSO signature

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
DSO name (printed)

\_\_\_\_\_  
Date (MM/DD/YY)