

International Student and Scholar Office  
Administration Building, 2<sup>nd</sup> Floor  
7720 York Road  
Towson, MD 21252-0001  
Tel: 410 704-2421 Fax: 410 704-6040  
www.towson.edu/isso



## Transfer Eligibility Certificate

**TO BE COMPLETED BY THE STUDENT:**

I, \_\_\_\_\_ give \_\_\_\_\_  
(Student's given name) (Student's family name/surname) (Name of current school)

permission to release the information requested below in order to complete my F-1 transfer to Towson University. I

will \_\_\_\_\_ will not \_\_\_\_\_ be traveling outside the United States prior to attending Towson University.

\_\_\_\_\_  
Student's signature Date Student's current U.S. address and phone number

**TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR AT YOUR CURRENT SCHOOL:**

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

**Release date indicated in SEVIS:** \_\_\_\_\_

Dates of enrollment at your institution: From: \_\_\_\_\_ To: \_\_\_\_\_

Student fulfilled financial obligations to your institution: Yes \_\_\_\_\_ No \_\_\_\_\_

Did the student enter the U.S. with your I-20? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, did student transfer from another school or request a change of status to F-1? \_\_\_\_\_

If the student is not in status, have you terminated (or do you intend to terminate) their SEVIS record? Yes \_\_\_\_\_ No \_\_\_\_\_

If the student is not in status, please note the violation: \_\_\_\_\_

If applicable, Curricular Practical Training, Optional Practical Training, or other F-1 off-campus employment authorization used (type of employment and dates): \_\_\_\_\_

If applicable, lengths of reduced course load approval and types of permission (academic or medical): \_\_\_\_\_

Please mail or fax a copy of the student's current I-20 to our office. Thank you for your assistance.

\_\_\_\_\_  
DSO Signature/Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

**Please return to:**

Towson University  
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Tel: 410.704.2421 Fax: 410.704.6040  
Our School Code: BAL214F00040000

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## INSTRUCTIONS FOR COMPLETING YOUR FORM I-20 TRANSFER TO TOWSON UNIVERSITY

Congratulations on your admission to Towson University! If you are an international student in F-1 status currently attending an educational institution in the United States, you will need to complete a transfer of your immigration status and U.S. government SEVIS (Student and Exchange Visitor Information System) record in addition to the transfer of your academic record. Please follow the steps below to complete the immigration transfer procedure.

1. Once you are sure Towson University is the school you will attend, **inform your current/previous school's International Student Advisor** (or Designated School Official) **that you plan to transfer your F-1 status to Towson University.** Make certain this is your final decision, as your current/previous school can release your record to only one university.
2. **Agree on a "release" date with your current/previous school's International Student Advisor.** The "release" date is the date on which your SEVIS record will be accessible to Towson University and no longer accessible to your previous school. Towson University will then be able to issue an I-20 for your attendance here. This is also the date on which you will no longer be allowed to work on your previous school's campus. Therefore, the careful selection of this date is very important.
3. **Complete and return the attached "Transfer Eligibility Certificate" to Towson University's International Student and Scholar Office (ISSO).** We must have information regarding your legal F-1 status before we can issue you a Towson University I-20.
4. **If you are traveling outside of the U.S. prior to attending Towson University, you will receive your Form I-20 within two weeks after your release date. Review the status of your immigration documents.** If the F-1 visa in your passport has expired, you will need to apply for a new F-1 entry visa at a U.S. Embassy or Consulate. You will need to take your new I-20, a valid passport, and evidence of your financial ability in order to obtain a new F-1 visa.

If your visa is valid, please note that your visa does not have to be annotated for attendance at Towson University; you can use it to return to the U.S. even if it is marked with the name of your previous school. See the handout, "Understanding Your F-1 Visa" or talk to an international student advisor for more information about your visa.

**If you are not traveling outside of the U.S. prior to attending Towson, you will receive your I-20 after you attend the ISSO's New International Student Program.**

5. **Report any address changes to the Admissions Office** until you attend the ISSO's New International Student Program. After your arrival on campus, you will be responsible for inputting address changes into the University's Online Services.

*continued*

6. **Attend the required New International Student Program presented by the ISSO.** (There will be many required orientation programs when you first arrive on campus. Make certain that you attend all of them, as they each have a different purpose.)
7. Transfer students must **submit the following documents to the ISSO at the New International Student Program. Failure to do so could result in a violation of your status.**
  - Your Towson University Form I-20 (you must sign and date in item #11)
  - Form I-20(s) from all previous schools
  - Your passport, I-94 card, and F-1 visa
8. Once the ISSO has received your documents, we will copy them as required by law and will complete immigration transfer to Towson University. We will then provide you with your Form I-20 noting that the transfer has been completed.

***SPECIAL NOTE:***

You must be maintaining legal F-1 status at your previous institution in order to transfer to Towson University through this procedure. If you are not currently in legal F-1 status, call the International Student and Scholar Office to make an appointment with an international student advisor to discuss your situation. You may be able to apply to the government for a reinstatement to legal status, or you may have to travel back home and re-enter the U.S. to regain your status.