

School Code: NYC214F00812001 and can be located by entering \*The City University of New York\* in SEVIS

**TRANSFER ENROLLMENT STATUS FORM**

**NOTE: ONLY submit this form if you are in F-1 or J-1 status. If you have never studied in a U.S. institution before, please do not submit this form.**

**TO BE COMPLETED BY STUDENT:**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SOCIAL SECURITY NO: \_\_\_\_\_  
Month Day Year

E-MAIL ADDRESS: \_\_\_\_\_

SEMESTER OF REQUESTED ADMISSION: FALL \_\_\_\_\_ SPRING \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR AT THE PREVIOUS INSTITUTION:**

The above-named student intends to transfer to Baruch College for the term stated above. Please complete this form and return to the address above.

Yes No  
 \_\_\_ \_\_\_ The above-named student is authorized by the Department of Homeland Security to attend your school.  
 \_\_\_ \_\_\_ The student has been entered into SEVIS by your school.

Indicate SEVIS ID number: N \_\_\_\_\_ SEVIS Release Date: \_\_\_\_\_

Yes No  
 \_\_\_ \_\_\_ The student has been enrolled for a full-time academic load for the term for which he/she was most recently registered, which is \_\_\_\_\_, 2\_\_\_\_\_.  
 (Fall / Spring / Summer) (Year)

\_\_\_ \_\_\_ The student was enrolled part-time for the term for which he/she was most recently registered, which is \_\_\_\_\_, 2\_\_\_\_\_.  
 (Fall / Spring / Summer) (Year)

Please explain the reason for part-time status: \_\_\_\_\_

\_\_\_\_\_  
 Name of Institution Telephone #

\_\_\_\_\_  
 Address Fax #

\_\_\_\_\_  
 (Please Print Clearly) Advisor's Full Name & Title

\_\_\_\_\_  
 Signature of the International Advisor Date

**PLEASE PROVIDE PHOTOCOPY/IES OF ALL STUDENT'S SEVIS I-20s/DS-2019s (IF IN F-1/J-1 STATUS)**

**Baruch College**  
**International Student Service Center**

**Return Form to:** 151 East 25<sup>th</sup> Street, Room 730, New York, NY 10010  
Phone: (646) 312-2050 / Fax: (646) 312-2051

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***Traveling outside the U.S. before beginning your program:***

If you are traveling outside the United States before attending Baruch College, you must do the following to maintain your current F-1 or J-1 status:

- Present your Baruch College SEVIS I-20 or DS-2019 to the Immigration officer when you re-enter the United States. **Be sure the officer stamps your SEVIS I-20/DS-2019.**
- Bring your Baruch College SEVIS I-20 or DS-2019, passport, and I-94 to the International Student Service Center.

**NOTE:** If your VISA expires during your travel abroad, be sure to apply for a new visa at the U.S. consulate abroad. When applying for a new visa, you must present your Baruch College SEVIS I-20/DS 2019, financial documents, and your Baruch College acceptance letter to the consulate officer. You are **NOT** required to apply for a new visa, if your current visa has not expired, (even if there is another school's notation on it).

If you have any questions about whether or not you need a new VISA, contact ISSC prior to traveling outside the United States.

***Not traveling outside the U.S. before attending Baruch College:***

If you are not traveling outside the United States, before classes start, you must complete the transfer process within the United States. You must do the following to maintain your F-1 / J-1 status:

- Provide the ISSC with the following documents:
  - Verification of full-time status from your previous school (Transfer Enrollment Status Form)
  - Proof of full time registration at Baruch College
  - Your current SEVIS I-20/DS 2019
  - Copy of your passport identification page, visa page and I-94
  - Copies of all I-20s/DS 2019s that were issued to you from your previous school/s