

ENGLISH STUDIES INSTITUTE

2600 Bancroft Way
Berkeley, CA 94704

Telephone (510) 527-2777 Fax: (510) 629-6774
E-mail: info@esi.edu
www.esi.edu

TRANSFER VERIFICATION FORM

Please read instructions on following page before completing this form.

A. TO THE STUDENT: Please complete items 1-8 below and then ask the International Student Advisor or Designated School Official from your last or current school to complete items 9-22 below.

1. Your Name: _____
Last (family) name First name
2. Date of birth: _____ / _____ / _____ 3. Country of Citizenship: _____
month day year
4. Country of Birth: _____ 5. SEVIS ID Number: _____
6. Anticipated Last Day of Study at Current School: _____

It is my intention to transfer to a program of study at the English Studies Institute (ESI). I authorize you to provide the ESI with the information requested below.

7. Signature _____ 8. Date _____
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B. TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL (DSO): Please complete the following and release student's record in SEVIS to: "English Studies Institute" School Code: SFR214F01986000.

9. Name of DSO: _____ 10. Title: _____
11. Name of Institution: _____
12. Address: _____
13. Phone: _____ 14. Fax: _____
15. Student's Actual Last Date of Attendance: _____ 16. Student's SEVIS Release Date: _____
17. Student was _____ was not _____ attending full-time (If not, please comment below.)
18. To your knowledge is this student in status at this time? Yes _____ No _____
19. Did the student have any reduced course load authorizations? If so please indicate dates and reason.
20. Comments: _____
21. Signature of Designated School Official _____ 22. Date _____

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TRANSFER INSTRUCTIONS

Dear Student,

The English Studies Institute (ESI) will try to make your transfer process as smooth as possible. If you are an F-1 Student transferring from another school, college or university in the United States, here are the steps you should follow:

- 1) Complete Part A (Items 1-8) of the *Transfer Verification Form*. That will serve to notify your previous school of your decision to transfer to ESI.
- 2) Ask your current International Student Advisor to complete part B (items 9 -22) of the form. During this process the Advisor will “release” your record in SEVIS.
- 3) Make photocopies of your passport biographic page, visa page, I-94 card, and the I-20 Form(s) from all schools you have previously attended in the United States.
- 4) Fax or mail the form and photocopies to ESI.

You will complete the transfer procedure during registration at the start of your course. At that time, you will receive your new I-20 with English Studies Institute appearing as the school name. According to government regulations you must submit all required documents **no later than 15 days** after the start of your program of study. The full process must be completed by that date.

If you have any questions or concerns, feel free to contact us.

Thank you,

ESI Staff