

Application for International Undergraduate Admission

Procedures for F-1 Students Transferring To Columbia College Chicago from another School in the USA

If you are transferring to Columbia from another U.S. school, follow one of the procedures outlined below:

- I. If you are not traveling out of the U.S. before enrolling at Columbia College Chicago:
 1. Notify your old school of your intent to transfer to Columbia College Chicago.
 2. You must contact the International Student Affairs Office within 10 days of the first day of class. Failure to notify our office is a violation of your F-1 student status!
 3. Bring the following documents with you:
 - a) Columbia College Chicago issued I-20 A-B/I-20ID (pages 1-4). Sign pages 1 and 3. If you have not received an I-20 A-B/I-20ID from Columbia, request one from the International Student Affairs Office.
 - b) Your passport
 - c) A copy of your I-94 card (usually located in your passport)
 4. If all your documents are in order, the Assistant Dean for International Student Affairs will process your transfer by endorsing pages 1 and 3 of your Columbia I-20 A-B/I-20ID. Pages 3 and 4 (student copy) of your I-20ID will be returned to you. This becomes your official I-20ID. The Assistant Dean will notify INS of your transfer to Columbia College Chicago.
- II. If you will be traveling out of the U.S. before enrolling at Columbia College Chicago:
 1. Notify your old school of your transfer to Columbia College Chicago.
 2. If your F-1 visa has expired or you were never issued one because you changed your immigration status in the U.S., you are required to obtain one from the nearest U.S. consulate or embassy. You cannot re-enter the U.S. without a valid visa. Consult your current international student advisor before traveling out of the U.S.
 3. If you have a valid F-1 visa, you do not have to request a new visa.
 4. Upon entry into the U.S., present your Columbia College Chicago I-20 A-B/I-20ID to the immigration inspector at the Port of Entry. The inspector will stamp your entry in your passport, your I-94 and pages 1 and 3 of your Columbia I-20 A-B/I-20ID. The INS inspector will keep page 1 (school copy) and return pages 3 and 4 (student copy) to you. Make sure that the entry is stamped on your copy (page 3).
 5. Make an appointment to see the Assistant Dean for International Student Affairs to complete your immigration records at Columbia College Chicago. The information that our office collects is required by INS. Failure to provide us copies of your documents is a violation of your student status.

NOTE: Failure to follow any of these instructions will result in violation of your F-1 student status.

Application for International Undergraduate Admission

International Student Transfer Form (For students transferring from a U.S. college/university only)

International students are required to complete this form before a transfer can be completed to Columbia College Chicago.

Section I: To be completed by the Student

1. Name: _____ Date of Birth: _____
(please print) Last First Middle month/day/year
2. Semester in which you are applying to Columbia College Chicago: _____
3. Degree Sought: _____ Program of Study: _____

I authorize my current international student advisor to provide the information requested below to Columbia College Chicago.

Signature of Student _____ Date _____

Section II: To be completed by the International Student Advisor

1. Visa Type: _____ 2. INS Admission Number (I-94 #): _____
3. Country of Citizenship: _____ 4. Dates of Attendance: _____
5. Was the student currently authorized to attend your institution by INS (through entry on your issued form I-20 A-B/I-20ID, transfer or approved change of status to F-1 notated on your issued form I-20 A-B/I-20ID?): ☐ Yes ☐ No
6. Did the student transfer to your institution? ☐ Yes ☐ No If yes, from what institution? _____
7. Is the student eligible to continue at your school? ☐ Yes ☐ No If no, please explain _____

8. ☐ Student is in status according to immigration regulations and eligible to transfer.
9. ☐ Student is not in status for the following reasons:
☐ Not registered for full course of study ☐ Unauthorized employment ☐ Other, please explain on a separate sheet
9a. Has reinstatement been applied for? ☐ Yes ☐ No If so, when? _____
10. Date of expected graduation or termination of study: _____
11. Has the student met all financial obligations to your institution? ☐ Yes ☐ No
12. Please site any periods of practical training: _____
Curricular (dates): _____ Optional (dates): _____
13. Comments: _____

- Signature: _____ Print Name & Title: _____
- Institution and Address: _____ Date: _____
- School File #: _____ 214F _____

Please provide a copy of the student's I-20 A-B/I-20ID issued by your institution