
SEVIS Transfer Form

This form is required of all international students currently in the U.S in F-1 status who wish to transfer their SEVIS record to the Longy School, regardless of whether or not the student intends to travel outside of the U.S. before beginning studies at Longy. The student should:

1. Complete "Section 1" below.
2. Notify the school you are currently attending of your acceptance and intent to transfer your SEVIS record to the Longy School. A Designated School Official (DSO) at your current school will need to complete "Section 2" of this form. The DSO at your current institution will:
 - (1) Enter into SEVIS your intent to transfer to the Longy School of Music of Bard College
 - (2) Enter into SEVIS a "transfer release date" on which your electronic record will become accessible to the Longy School
3. Return this completed SEVIS Transfer Form 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
5. Contact the Admissions Office at Longy School after the Transfer Release Date on 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 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 Longy School 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 of Bard College Admissions Office.

Name (please print): _____ Date of birth: _____
(Family / Last name) (Given / First name)

Current U.S. address: _____

City State Zip Code

Name of current school: _____

Signature: _____ Date: _____

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

Please confirm that the student is eligible for transfer and then complete the fields below. Please return this form to the student or to the Longy Admissions Office directly via fax at 617-876-9326, mail, or email at admissions@longy.edu. The Longy School of Music of Bard College has the following school codes. *Please make sure to select the correct campus.*

Cambridge campus: BOS214F00643000

Los Angeles campus (Master of Arts in Teaching): BOS214F00643001

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

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 Dependents (Family Name, Given Name) SEVIS ID NUMBER

DSO name (printed)

DSO e-mail address

DSO signature

Date