

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 of Music of Bard College, regardless of whether or not the student intends to travel outside of the US 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 Longy. 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 Longy.
3. Return this completed SEVIS Transfer Form to Longy.
4. Contact the Admissions Office at Longy 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 Admission Office **no later than 15 days after the start date** indicated on your Longy SEVIS Form I-20. Bring your passport and all immigration documents with you. The transfer is not complete until you report to the Admission Office. Failure to check-in at Longy 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): _____
(Family / Last name) (Given / First name)

Date of birth: _____

Current U.S. address: _____
Street Number and Name

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 lconrad@longy.edu. The Longy School of Music of Bard College has two school codes. *Please make sure to select the correct campus.*

Cambridge campus: BOS214F00643000

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: