

International Student Transfer Verification Form

This form is to be completed if you are transferring to our college from another U.S. college or university. Please complete the top portion and have the bottom portion completed by the International Student Advisor at the school you currently attend or last attended.

TO BE COMPLETED BY THE STUDENT:

Family Name: _____ Given Name: _____

I hereby grant permission for the information requested below to be forwarded to The Art Institute of California – Orange County.

Signature _____ *Date*

TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL:

The above named student has applied for admission to The Art Institute of California – Orange County. In accordance with pertinent USCIS regulations, we request that you confirm his/her status at your institution. Please complete the following and return the form directly to the school at the address provided.

- What is the student’s SEVIS ID#? _____
- What is the student’s SEVIS “Transfer Release Date?” _____
- To the best of your knowledge, is the student currently maintaining status under the regulations of the USCIS? Yes No
- If “No,” please explain:

- Is/was the student pursuing a full course of study? Yes No
- Has the student met all financial obligations to the school? Yes No
- Please indicate the student’s actual dates of attendance at your institution: From _____ To _____
- Please list all periods of optional or curricular practical training: _____
- Please provide any other comments: _____

Signature of DSO

Name and Title of DSO

Date

Name of Institution/SEVIS approval Code

**Procedures for F-1 Students
Transferring to The Art Institute of California – Orange County
From Another School in the United States**

If you are transferring to The Art Institute of California – Orange County from another U.S. school, you must follow the procedures outlined below.

1. Notify the school you currently attend that you wish to transfer to The Art Institute of California – Orange County. Wait to receive your admission letter from our school. Once you receive the admission letter, take a copy of the letter to the International Student Office at your current school and ask that the International Student Advisor do the following:
 - a. Enter into SEVIS your intent to transfer to The Art Institute of California – Orange County. Please note that in SEVIS, our campus appears as “**THE** Art Institute of California – Orange County.” (Our school approval code number is LOS214F01934000.)
 - b. Enter into SEVIS a “transfer release date.”
 - c. Complete the bottom portion of the *Transfer Verification Form* on the front of this form and mail form to our office at the address below. A copy may also be faxed.

2. If The Art Institute of California – Orange County does not already have on file copies of your pertinent immigration related documents, please send copies of those as well. **We cannot issue a nonimmigrant student visa document until we have the following documents in our office:**
 - d. A copy of your unexpired passport.
 - e. A copy of the front and back of your I-94 Arrival/Departure Record (the small white card stapled inside your passport).
 - f. Copies of all pages of any previous form I/20s issued to you by another U.S. college or university.
 - g. Completed *Transfer Verification Form* (see other side of this form)

3. You **MUST** report to the International Student Affairs Office (ask for the International Student Advisor) at The Art Institute of California – Orange County.

IMPORTANT NOTE:
***Failure to follow these instructions may result in a
violation of your immigration status.***

**International Student Affairs Office
Attn: Erika Vogt
The Art Institute of California – Orange County
3601 W. Sunflower Avenue, Santa Ana, CA 92704
Phone: (714) 830-0267 Fax # (714) 754-0232**