

**INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)
ROOM S-115N 212-776-7179**



**International Student Services Office
Room S-115N
Phone: 212-776-7179**

Borough of Manhattan Community College
The City University of New York

199 Chambers Street
New York, NY 10007-1097
www.bmcc.cuny.edu

SEVIS F-1 TRANSFER PROCEDURES

If you are currently in the United States:

- Your SEVIS record must be released to BMCC in Active status within your 60-day grace period.
- You must submit all required documents to the ISSO by the deadline listed on BMCC I-20 application.

If you are currently outside the United States:

- Your SEVIS record must be released to BMCC in Active status within your 60-day grace period.
 - If you cannot have your record released in Active status, please contact a DSO in BMCC's ISSO for assistance:
internationalstudents@bmcc.cuny.edu
- You must submit all required documents to the ISSO by the deadline listed on the BMCC I-20 application.
- Do not attempt to re-enter the U.S. on your former school's I-20. You must receive a new I-20 from BMCC for travel.
- If you have an F-1 visa from a previous visit to the U.S and it has not expired, you may travel directly to the U.S. with a new BMCC I-20 without visiting a U.S. embassy or consulate.
- If you have any questions about whether or not you need a new visa, contact the ISSO prior to traveling outside the United States.

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SEVIS F-1 TRANSFER FORM
to be completed by student and a Designated School Official

Student's Full Name: _____

Date of Birth: _____

Admissions (I-94) No.: _____
Found here: <https://i94.cbp.dhs.gov/I94/consent.html>

CUNYfirst/Empl. ID: _____ SEVIS ID No.: N _____
Issued by school – an eight- (8) digit number If applicable

I intend to transfer to Borough of Manhattan Community College for the _____ semester. I hereby grant permission for the information requested to be made available to BMCC.

Student's signature:

Date:

*(Type your name here to confirm that all information
is correct to the best of your knowledge.)*

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INFORMATION BELOW TO BE COMPLETED BY A DESIGNATED SCHOOL OFFICIAL (DSO):

The above named student intends to transfer to BMCC for the term stated above. We are requesting the following information so we may determine the student's eligibility for the transfer notification procedure. **BMCC's SEVIS name is under "The City University of New York"; the school code is NYC214F00812002.**

Was the student authorized to attend your school?

Yes

No

Has the student maintained full-time studies as defined in the regulations since obtaining status, including any certifications granted by you under 8 CFR 214.2(f)(6)(iii)?

Yes

No

The student was last enrolled in the _____ *season* _____ semester/quarter of _____ *year* _____.

Dates: _____ TO _____.

Please list all periods of any previously completed Practical Training (specify whether CPT or OPT) with beginning and ending dates:

Student released from SEVIS? Yes No Released Date:

ATTENTION DSO: Please do NOT release records in Completed or Terminated status.

Comments:

Name and Title:

Institution:

Address:

Telephone:

Email Address:

DSO's Signature:

Date:

Please complete and return to student or scan and email to the International Student Services Office: internationalstudents@bmcc.cuny.edu.