

MANCHESTER COMMUNITY COLLEGE

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Eligibility Confirmation Form for School Transfer by an F-1 Student

The purpose of this form is to confirm eligibility for school transfer processing in accordance with the F-1 regulations of the BCIS (*Bureau of Citizenship and Immigration Services*). This form is required of all international students currently in the U.S. in F-1 status, regardless of whether or not the student intends to travel outside of the U.S. before beginning studies at Manchester Community College in Manchester, NH. The student and the Designated School Official must complete this form in order for Manchester Community College to issue a Certificate for Nonimmigrant (*F-1*) Student Status (*Form I-20*).

Instructions:

1. Complete "Section 1" on the reverse page.
2. When you have been accepted by Manchester Community College, notify the school you are currently attending of your intent to transfer to Manchester Community College in Manchester, NH. A Designated School Official at your current school will need to complete "Section 2" of this form. If your record has been entered into the SEVIS system, the Designated School Official at your current institution will also need to:
 - (1) Enter into SEVIS your intent to transfer to Manchester Community College in Manchester, NH.
 - (2) Enter into SEVIS a "transfer release date" on which your electronic record will become accessible to Manchester Community College for processing.
3. Return this completed Eligibility Confirmation Form for School Transfer by an F-1 student to the International Student Counselor, Office of Admissions, Manchester Community College, 1066 Front Street, Manchester, NH 03102.

Please include copies of all immigration-related documents listed below:

- a. Copy of the Data page on an unexpired passport including the passport expiration date.**
- b. Copy of I-94 Departure Record.**
- c. Copies of ALL previous I-20's issued by other schools.**
- d. Copy of most recent visa stamp.**
- e. Completed Eligibility Confirmation Form for School Transfer by an F-1 Student.**

4. Report to the International Student Counselor in the Office of Admissions at Manchester Community College no later than 5 days after the start date indicated on your Manchester Community College Form I-20 to complete your transfer process. Bring your passport and all immigration documents with you. Be prepared to take the Accuplacer Placement Test before registering for classes.

