



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**

THE CITY UNIVERSITY OF NEW YORK

INTERNATIONAL STUDENT OFFICE

300 JAY STREET, BROOKLYN, NY 11201-2983
(718) 260-5509 ♦ FAX: (718) 260-5504 ♦ ROOM NG17
E-mail: villanueva@citytech.cuny.edu

HOW TO TRANSFER YOUR F-1 STATUS TO CITY TECH:

Inform the International Student Advisor at the school you are attending of your intent to transfer.

Complete the bottom of this form and submit it to your current International Student Advisor immediately. The International Student Advisor at that school will complete this form and then release your SEVIS record to us. **Your financial affidavits of support and this form must be received in my office no later than 30 days after your previous school has released your SEVIS record.**

If you plan to travel outside the US prior to the beginning of classes you must travel with a City Tech I-20. Do not re-enter the US with any other I-20 except City Tech's.

The deadline to complete this process is 15 days after the start of the semester. If these steps are not complete, you will be out of F-1 status and jeopardize your ability to travel outside the US or participate in Practical Training and receive other benefits available to international students. Falling out of status will subject you to serious penalties and unnecessary expenses.

F1 TRANSFER RECOMMENDATION FORM

Section 1: To be completed by the student

FAMILY NAME

FIRST NAME

DATE OF BIRTH

CITY TECH EMPL ID NUMBER

COUNTRY OF CITIZENSHIP

LAST DATE OF ATTENDANCE AT PREVIOUS SCHOOL
Month/Day/Year

I intend to transfer to New York City College of Technology for the **Spring 20** __ or **Fall 20** __ semester. I hereby grant permission for the information requested below to be made available to the Office of International Student Services at New York City College of Technology.

SIGNATURE

DATE

SECTION 2: TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR AT PRIOR SCHOOL

1. I-94 Admissions # _____
2. SEVIS # _____
3. Release date of student's SEVIS record _____
4. The student maintained F1 status at your school from _____ to _____
5. Has the student engaged CPT? Yes No If yes, please provide the following: Part-time or Full-time Curricular Practical Training # of months _____ used.
6. Has the student engaged in OPT? Yes No If yes, please provide the following: Pre-Completion # of months _____ Post-Completion # of months _____
7. The student has _____ has not _____ been authorized to have a reduced course load at your institution.
8. If there is any other type of status information (Reinstatement, Change of Status) that may be relevant to advising this student in the future please use the comments section below.

_____ the student **IS** eligible for transfer according to F-1 regulations. Please explain in comments section.

_____ the student **IS NOT** eligible for transfer according to F-1 regulations. Please explain in comments section.

Comments _____

INSTITUTION _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

TELEPHONE NUMBER _____

DSO NAME AND TITLE _____

SIGNATURE _____ DATE _____

Please return to:
Vanessa Villanueva
International Student Advisor
New York City College of Technology
300 Jay Street, Room NG-17
Brooklyn, NY 11201