

I-20 Student Procedures Sheet

If student is inside the country - TRANSFER

STEP 1: Application for Admission

If you wish to attend Academy College, please submit an Application for Admissions and application fee of \$40.00 US. If accepted, Academy College will mail you an acceptance letter. The Student Worksheet and Checklist is a guide for you to use to make sure you have all of your required documentation.

STEP 2: Transfer I-20 from current school to Academy College

You must be a full-time student in good academic standing in order to transfer schools. After you have been accepted to Academy College, you must inform your current school that you wish to transfer to Academy College. You and your current school must sign and return the International Student Transfer Eligibility Form. In addition, your current school official must transfer your I-20 to Academy College (SEVIS School Code SPM214F00892000) before a new I-20 can be issued.

STEP 3: Issuance of new I-20

An International Student Enrollment and I-20 Request Form must be executed, signed, and submitted to Academy College with the International Student Transfer Eligibility Form. When the required forms have been received, Academy College will then log enter SEVIS and initiate your new official I-20. We will call you in to fill out and sign your portion of the I-20 within 15 days of transferring schools. Academy College will forward a copy of your new I-20 to USCIS and your prior school via SEVIS.