

## TRANSFER-IN NOTIFICATION

In order to transfer your SEVIS record (I-20) to Flagler College you must complete and sign **Part A** of this form and take it to the Designated School Official (DSO) of your current institution or where you last attended. The DSO at your current institution or where you last attended must complete and sign **Part B**. Once both **Parts A & B** are complete, please bring this form to Flagler College's International Center in order to complete the transfer of your SEVIS record. The International Student Advisor at Flagler College will create a new SEVIS I-20 and give it to you on or after the release date indicated below.

*Note: You must notify the Flagler International Student Advisor in person that you have enrolled at Flagler College within 15 days of the start date on the I-20 issued to you by Flagler.*

### Part A:

*To be completed by international student*

Family name \_\_\_\_\_ First name \_\_\_\_\_

Flagler ID number \_\_\_\_\_ SEVIS ID # \_\_\_\_\_ City of Birth \_\_\_\_\_

I intend to transfer to Flagler on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

*Note: Your release date will be the completion date of the current semester or session at your current institution (or the date of expected transfer if earlier than the established academic cycle). You may cancel the transfer request at any time prior to the release date by notifying the DSO at your current institution. After that date your current institution will no longer have access to your SEVIS record and will not be able to cancel the transfer request.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Part B:

*To be completed by the DSO at the transferring institution*

I have been properly notified of the student's intent to transfer to Flagler College.

Student's SEVIS ID# \_\_\_\_\_

Flagler Campus Information: **Flagler College**                      **MIA214F00393000**  
Name School Code

The release date will be \_\_\_\_\_.

Transferring school name and Address \_\_\_\_\_

\_\_\_\_\_  
 Name of DSO Email address

\_\_\_\_\_  
 Signature of DSO Date

Flagler College International Student Advisor: \_\_\_\_\_  
Signature Date