

TRANSFER FORM
FOR F-1 VISA STUDENTS CURRENTLY IN THE U.S.

Please return the completed form to:
American Language Center (ALC), UCLA Extension
10995 LeConte Ave, Rm 613, Los Angeles, CA 90024;
Phone: 310 825-9068
Fax: 310 825-6747

Instructions:

1. Complete Section I and make a copy for your own records.
2. Send or submit in person this form to your current school's advisors and ask them to complete Section II.
3. If you do not hear from UCLA Extension ISO or ALC within two weeks of the send date, contact your current school/advisors again to process the transfer release.

SECTION I: TO BE COMPLETED BY THE STUDENT.

Family Name: _____ First Name: _____

Date of Birth: ___/___/___ Citizenship: _____ SEVIS No: _____

Program you will study at UCLA Extension: IECP AIEP Other: _____

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SECTION II: TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR (P/DSO). Please check off and fill out all applicable:

- The above-named student enrolled full-time, has maintained F-1 status and is eligible to transfer.

The student's dates of attendance: From ___/___/___ to ___/___/___ .

- UCLA Extension needs to *issue an acceptance letter* for the release of the student's SEVIS record.

Upon receipt of ALC's acceptance letter, please release to

School Name: **UCLA-Extension.** School Code: **LOS214F02095000.**

Release date: ___/___/___.

- The student is out of status or SEVIS record was "*Terminated*" or "*Completed*":
DO NOT RELEASE the student's record to UCLA Extension. Please ask the student to contact us.

Additional Comments: _____

School name and address: _____

Name & Title of DSO: _____ Signature: _____ Date: _____

Phone: _____ Fax: _____ Email: _____