

International Student Admissions

10 South 2nd St., Box 1706, Reading, PA 19603
(610) 372-4721, Ext. 5259
(610) 607-6257 - Fax



Completing the F-1 Transfer Process

Congratulations on your admission to Reading Area Community College! The decision to attend Reading Area Community College will only be the first step in the process of integrating into our community. Among your many initial responsibilities will be to notify USCIS of your move from your current school to Reading Area Community College. The international student transfer process cannot be finalized until this step is taken. In fact, failure to complete the F-1 transfer process in a timely manner is a violation of F-1 student status. International students may complete the transfer process in various ways.

If you plan to remain in the U.S. during the transition period between your institution and Reading Area Community College, then you must be able to begin classes within 5 months of transferring out of your current school.

1. Complete Section A of the International Students Transfer Form and ask the International Student Advisor at your current (old) school to complete Section B. The advisor will fax or mail the form to us. You should ask for a copy for your records.
2. Sign page 1 of the Reading Area Community College I-20.
3. Attend the International Student Orientation. Bring your I-20, passport, I-94 card, proof of health insurance, and the completed Transfer Form (original or photocopy) to the Immigration Check-In.
4. The International Office will officially complete the transfer process at the Immigration Check-In.

If you plan to travel outside the U.S. during the transition period between your old institution and Reading Area Community College, then you should:

1. Take your new, 3-page Reading Area Community College I-20 with you when you leave the country.
2. Sign page 1 of the I-20.
3. Attend the International Student Orientation. Bring your I-20, passport, I-94 card, and proof of health insurance to the Immigration Check-In.
4. At the Immigration Check-In, the International Office will inspect and photocopy all your immigration documents.

REMEMBER: Failure to complete the F-1 transfer process in a timely manner is a violation of F-1 student status. Loss of status will exclude students from F-1 benefits such as authorized employment.

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SECTION A TO BE COMPLETED BY THE STUDENT

Please complete the items in this section if you are an F-1 applicant currently attending school in the U.S.

LAST NAME	FIRST NAME	MIDDLE NAME	BIRTHDATE
RACC ID#	PROGRAM OF STUDY		E-MAIL

SEMESTER & YEAR you wish to start at Reading Area Community College:

FALL SPRING SUMMER 20_____YEAR

I authorize the International Student Advisor at my current institution to provide the information requested below.

SIGNATURE	DATE
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SECTION B TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR/DSO AT CURRENT INSTITUTION

The above-named student has applied to Reading Area Community College. Please complete the following for this student and mail to the above address or fax this form back to Reading Area Community College International Office at (610) 607-6257. Thank you!

CURRENT IMMIGRATION STATUS	ADMISSION NUMBER: (I-94 Card)	CURRENT I-20 EXPIRATION DATE
SEVIS ID #	SEVIS RELEASE DATE (MM/DD/YY)	DATE LAST ATTENDED/COMPLETED AT YOUR INSTITUTION
PREVIOUS WORK AUTHORIZATION (List authorized dates)		

IS STUDENT "IN STATUS?" YES NO [Please explain why student is not "in status."]

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INTERNATIONAL STUDENT ADVISOR / DSO

SIGNATURE	INSTITUTION'S NAME & ADDRESS
NAME	
PHONE	
E-MAIL	
DATE	