



Transfer from another U.S. school to Cleveland Institute of Music

If you are currently an International student at a SEVIS approved school and will be transferring or starting a new program at CIM, your SEVIS record should be transferred as well. Please follow the steps for SEVIS record transfer below. This will mean that you will have the same SEVIS ID and will not have to pay another SEVIS fee for a new record. If you will be graduating from your current school and starting a new program at CIM, you should still follow all of these transfer policies. If you have spent more than 5 consecutive months outside of the United States, then you will need an initial I-20 instead of a transfer I-20.

Sequence of Events for Transfer

1. Request transfer out from the International Student Advisor at your current school. Decide on a transfer date that is after the completion of your current semester or program.
2. Fill out CIM's Transfer-In form, request that the DSO complete their portion of the form and return it back to you. Your current school may also have their own Transfer-Out form and policies that you should follow. This includes possibly providing proof of acceptance into CIM.
3. Upload Transfer-In Form on Slate.
4. Wait for transfer out date to occur. Once this date has been reached, an I-20 can be created. This I-20 will have the information for your new program at CIM.

If the Transfer In form has not been received by June 1, a new I-20 will be created and you will be required to pay a new SEVIS fee.

Once the transfer date has come and your new I-20 has been created. I will email you with information about shipping your I-20 with eshipglobal. This will allow you to pay for the shipment, choose the carrier, and create the shipping label with the best address for you to use at that time.



SEVIS Transfer Form: Student Section

Name Last name (Family name) First Name Middle Name

Phone Email Address

Date of Birth (mm/dd/yyyy) / /

Country of Birth Country of Citizenship

Your current immigration status: F-1 other (specify)

If married, visa status of your spouse: F-1 F-2 Other (specify)

Requested Transfer Release Date (must be after official graduation date) / /

By signing this form, I authorize the request of my SEVIS record on the requested date.

Applicant Signature Date

SEVIS Transfer Form: DSO Section

1. SEVIS Transfer Release Date / /

2. To the best of your knowledge, is the student currently "in status" according to the USCIS regulations? YES NO

5. Student's last day of attendance or program at current school. / /

5. Will the student earn a degree? YES NO If yes, please indicate degree

6. Is the student currently on OPT? YES NO

For SEVIS Transfer Out, please direct the student's record to: "CLE214F00221000 Cleveland Institute of Music - CIM Main Campus - University Circle"

DSO Name Email

School Name Phone

Signature Date

Please return this form or a scanned version of the form back to the student so that they can upload it on their account.