



FOREIGN STUDENT
TRANSFER
- CHANGE OF ADDRESS -

D07.00
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PROCEDURE

Introduction

The United States Immigration and Naturalization Service must be advised any time a foreign. Student who meets the criteria identified below transfers - from his or her assigned school.

Identification

1. Foreign Non-Immigrant Student - One whose permanent residence is in another country; who has a permanent Seattle resident as a sponsor; who will be living with, and under the guardianship of that resident, and who is the holder of a Student Visa.
2. Form I-20 - Certificate of Eligibility [Certificate by non-immigrant student under section 101 (a)(15)(F)(i) of the Immigration and Nationality Act].

NOTE: School personnel are not empowered to sign 1-20 forms.

3. Form I-538 - Application by non-immigrant student (F-1) for extension of stay, school transfer, or permission to accept or continue' employment.

Note: School personnel are empowered to sign ONLY Part IV of form 1-538, that portion in which to describe the student's status in the school.

Procedure

Transfer to another school

- a. Within Seattle - the guardian or sponsor must go to the student placement office to complete forms I-20 and/or I-538.
- b. Outside Seattle - the student and guardian or sponsor should be advised that such change of school must be reported to the United States Immigration and Naturalization Service.
- c. Address change - if the student changes address without transferring from school to school or otherwise changes any of the conditions under which the original I-20 form was issued, the student is required to report such change to the Immigration and Naturalization Service.