

Lyon College International Admissions Office
P.O. Box 2317
Batesville, Arkansas 72503
Phone: 800-423-2542 Fax: 870-793-1791
Email: int-admissions@lyon.edu

**INSTRUCTIONS FOR COMPLETING THE
SEVIS FORM I-20 TRANSFER TO LYON COLLEGE**

The purpose of this form is to confirm eligibility for school transfer processing in accordance with the F-1 regulations of the United States Citizenship and Immigration Services (USCIS). This form is required of all international students currently in the United States in F-1 status, regardless of whether or not the student intends to travel outside of the U.S. before beginning studies at Lyon College. The student and the Designated School Official must complete this form in order for Lyon College to issue a Certificate of Eligibility for Nonimmigrant (F-1) Student Status (SEVIS Form I-20). Please follow the instructions below:

1. Complete Part I of the SEVIS I-20 Transfer Eligibility Form.
2. Notify the school you are currently attending of your intent to transfer to Lyon College. The International Student Advisor/Designated School Official at your current school will need to complete Part II of the SEVIS I-20 Transfer Eligibility Form. If your record has been entered into the SEVIS system, the Designated School Official at your current institution will also need to (1) Enter into SEVIS your intent to transfer to Lyon College, and (2) Enter into SEVIS a “transfer release date” on which your electronic record will become accessible to Lyon College for processing.
3. Return completed SEVIS I-20 Transfer Eligibility Form to the International Admissions Office including copies of all immigration-related documents listed below.
 - a. Copy of the biographical page of unexpired passport including the passport expiration date
 - b. Copy of I-94 Arrival/Departure Record (the small white card usually stapled into passport)
 - c. Copies of **ALL** previous I-20s issued by other schools
 - d. Copy of most recent US F-1 visa stamp
4. Report to the International Student Office (2300 Highland Rd. Morrow Building) prior to your registration with your Lyon College SEVIS Form I-20 to complete the transfer process. Bring your passport and immigration documents with you.

For all students currently in the United States in F-1 status, you have two options for transferring your F-1 status to Lyon College::

1. If you will travel outside the United States before beginning your academic program at Lyon College, you must complete the following steps.

➔ Notify the school you currently attend that you wish to transfer to Lyon College. Ask the International Student Advisor there to:

- ① Enter into SEVIS your intent to transfer to Lyon College.
- ② Enter into SEVIS a “transfer release date.”
- ③ Complete Part II of the **SEVIS I-20 Transfer Eligibility Form** (attached) [Fill out the top section of the certificate and give it to the International Student Advisor at the last school you attended.

- ➔ Present your Lyon College SEVIS Form I-20 to the immigration officer upon re-entry to the United States. The officer should stamp your I-20 in the top, right corner for re-entry. Keep your Lyon College SEVIS I-20 with your previous I-20(s).
- ➔ If the visa in your passport has expired, you will need to apply for a new F-1 visa at a U.S. Embassy or Consulate in your home country. You will need to take your SEVIS I-20, a valid passport, and evidence of financial ability in order to obtain a new visa. See the handout, “Understanding Your F-1 Visa” or talk to the International Student Advisor for more information about your visa.
- ➔ If your current F-1 visa has not expired, you can use it to re-enter the United States for study at Lyon College. (It does not matter if your unexpired visa is marked with the name of your previous school.)

2. If you will remain in the United States until the beginning of your program at Lyon College, you must do the following.

📅 Notify the school you currently attend that you wish to transfer to Lyon College. Ask the International Student Advisor there to:

- ① Enter into SEVIS your intent to transfer to Lyon College.
- ② Enter into SEVIS a “transfer release date.”
- ③ Complete Part II of the **SEVIS I-20 Transfer Eligibility Form** (attached) [Fill out the top section of the certificate and give it to the International Student Advisor at the last school you attended.]

📅 You must report with the following documents to the International Student Services Office **WITHIN 15 DAYS** of the start date on your Lyon College I-20 and request that the transfer process be completed in order to maintain your F-1 immigration status. One reporting opportunity is attendance at the required immigration clearance session offered each semester during International Student Orientation.

- ① Your Lyon College Form I-20 (signed and dated)
- ② Form I-20(s) from all previous schools
- ③ Completed **SEVIS I-20 Transfer Eligibility Form** (attached) [Fill out the top section of the certificate and give it to the International Student Advisor at the last school you attended.]
- ④ Your passport, I-94 card, and F-1 visa

You **MUST** submit these documents **within 15 days** of the start date on your Lyon College I-20. If your I-20 transfer is not completed within that time, you will be in jeopardy of losing your F-1 status. Failure to follow these instructions will result in a violation of your immigration status.

NOTE:

You must be in legal F-1 status at your previous institution in order to transfer to Lyon College through this second procedure. If you are not currently in legal F-1 status, call the International Office to make an appointment with the Director to discuss your situation. You may be able to apply to the Bureau of Citizenship and Immigration Services for a reinstatement to reinstate your legal F-1 status, or you may have to travel back home and re-enter the U.S. with a newly issued F-1 visa to become legal again.

It is vital that you only request your current school to transfer out your SEVIS I-20 record to Lyon College– Lyon College (SEVIS school name) if you have registered for next available semester or summer session; and if you will re-enter to the US to register at Lyon College. If you change your mind not to attend Lyon College after the SEVIS “transfer out” is made by your former school, you will not be able to transfer to other school unless you complete one full-time semester. The SEVIS cannot facilitate you to change your decision without fulfilling the full-time attendance requirement.

Please return via fax or mail to:
Lyon College International Admissions Office
P.O. Box 2317
Batesville, Arkansas 72503
Phone: 800-423-2542 Fax: 870-793-179i
Email: int-admissions@lyon.edu

SEVIS I-20 Transfer Eligibility Form

Part I: TO BE COMPLETED BY THE TRANSFERRING STUDENT.

I intend to transfer to Lyon College and I have registered full course of study starting _____, or I will re-enter to the US with Lyon College SEVIS I-20. I grant permission for the information requested below to be forwarded to the International Office at Lyon College.

PRINT NAME CLEARLY: Last (Family), First (Given), Middle _____

Signature _____

Date _____

Part II: TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR OF THE SCHOOL YOU ARE CURRENTLY ATTENDING OR HAVE MOST RECENTLY ATTENDED.

Dear International Student Advisor: The student named above has been admitted to Lyon College. Please complete this form regarding the student's status while attending your institution. Thank you for your assistance.

- SEVIS ID#: N _____ SEVIS Transfer Release Date: _____ I-94 #: _____
- To the best of your knowledge, is this student currently maintaining status under the F-1 regulations? Yes No
If "No," please explain: _____
- Is/was the student pursuing a full course of study? Yes No
If "no," please indicate the situation: _____
- Is/was the student in financial good standing with your institution? Yes No
- Dates of enrollment (not I-20 dates) at your institution: From: _____ To: _____
- Optional/Curricular Practical Training or other employment authorization approved (type of employment and dates):

- Did the student enter the U.S. with your I-20? Yes No
If no, did student transfer from another school or request USCIS to change status to F-1?
 Transfer From: _____ Change of Status Approved From: _____ To: _____
- Is the student eligible for F-1 transfer to Lyon College: Yes No
If no to any of the above, please explain: _____

Signature of DSO _____

Name of Institution _____

Printed Name, Title of DSO _____

School code: _____ 214F _____

Date _____

Address _____

E-mail _____

Phone _____

