



LOUISIANA
CHRISTIAN
UNIVERSITY

International Student Transfer Form

Instructions

This form is required of all international students currently in the US in F-1 status, regardless of whether or not the student intends to travel outside of the US. Complete and return this form only after you receive your acceptance letter from Louisiana College. After you have received your formal acceptance letter, you must complete Section 1 of this form, then give the form to the Designated School Official (DSO) of your current college or university for section 2 to be completed. Return the form to Louisiana College Admissions at admissions@lcuniversity.edu.

Follow the instructions below:

1. Section 1 is to be completed by the student after receiving admission to Louisiana College.
2. Section 2 is to be completed by a Designated School Official (DSO) at your current school. The DSO will:
 - a. Enter into SEVIS your intent to transfer to Louisiana Christian University (School Code: NOL214F00091000)
 - b. Enter into your record in SEVIS a Transfer Release Date. On this date your electronic SEVIS record will become accessible to Louisiana Christian University.
3. Return the completed Student Transfer Form to Louisiana Christian University. Please also include copies of all other immigration-related materials including:
 - a. Copy of biographic page from your passport
 - b. Copies of ALL previous i-20s issued by other schools
4. Report to the Admissions Office immediately upon arrival at Louisiana Christian University. Bring copies of your passport and all immigration documents with you at that time.

If you, or your school's Designated School Official (DSO), has any questions about the transfer process, please contact Renee Melder at 318-487-7340 or renee.melder@lcuniversity.edu.



LOUISIANA
CHRISTIAN
UNIVERSITY

International Student Transfer Form

Section 1 – to be completed by Student

Name: _____

Date of Birth: _____ Name of Current School: _____

I intend to transfer to Louisiana Christian University for the _____ semester. I hereby grant permission for the information requested below to be made available to Louisiana Christian University.

Student Signature: _____ Date: _____

Section 2 – to be completed by Designated School Official (DSO):

Please check all appropriate boxes below, provide information requested, and return this form to Louisiana Christian University.
Scan by Email: admissions@lcuniversity.edu

The above named student intends to transfer to Louisiana Christian University for the semester stated above.

- The student named above has been enrolled in a full-time course of study, is considered to be maintaining lawful F-1 status, and is eligible to transfer.
- This student is NOT eligible to transfer because she/he is out of status and has been advised to apply for reinstatement.
- This student would be eligible to continue studies at the current school.
- This student would NOT be eligible to continue studies at the current school. Please explain why not.
- Our school is not authorized to enroll international students in SEVIS

Has the student used any periods of Curricular Practical Training? Yes No

If YES, From _____ to _____ (full-time)

From _____ to _____ (part-time)

Has the student used any periods of Optional Practical Training? Yes No

If YES, From _____ to _____ (full-time)

From _____ to _____ (part-time)

The student's SEVIS ID Number is: _____

This student's Transfer Release Date in SEVIS is: _____

Please release the student to Louisiana College (NOL214F00091000)

DSO Signature: _____ Email Address: _____

DSO Name (please print): _____ Date: _____

Telephone Number: _____ Fax: _____