

# Labette Community College

## Transfer Request Form

Form for international students in the United States transferring to Labette Community College in Parsons, Kansas (KAN214F0104900)

All students currently in F-1 status at an institution in the United States who plan to change schools must complete the transfer procedure through SEVIS. It is the student's responsibility to maintain his or her status by completing the procedure below. Failure to complete the procedure will result in the student being out of status.

### Transfer Procedure

- Notify your current school of your intent to transfer
- Complete Section 1 of this form
- Have the international student advisor (DSO) at the institution you are currently attending complete Section 2.
- Return the form promptly to Labette Community College
- Once your school "releases" your SEVIS record to Labette and you complete other requirements, Labette will produce an I-20.
- To maintain your F-1 Status, you must sign a new Labette I-20 within 15 days of the beginning of the semester that you transfer. This new I-20 must say "continued attendance at this school" under item #3 on page 1.

---

### SECTION 1 – To be completed by the international student

FAMILY NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

Date of Birth \_\_\_\_\_ (mm/dd/yy) Country of Citizenship \_\_\_\_\_

Semester for which you are applying to Labette:  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

Will you travel out of the U.S. between attendance at the two schools?  Yes  No

If yes, dates of travel: from \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy)

I authorize the release of information requested on this form for the purpose of a school transfer.

Student signature \_\_\_\_\_ Date \_\_\_\_\_ (mm/dd/yy)

---

### SECTION 2 – To be completed by current international advisor

Please check the one appropriate line below and complete all appropriate blanks.

The student is **IN STATUS** according to F-1 regulations; last semester the student was enrolled \_\_\_\_\_

SEVIS ID# \_\_\_\_\_ will be released to Labette Community College (KAN214F0104900) on \_\_\_\_/\_\_\_\_/\_\_\_\_

Did the student receive approval for a reduced course load?  Yes  No

If yes, reason:  Academic  Medical

If yes, program level and dates of approval: \_\_\_\_\_

Did the student receive any practical training?  Yes  No

If yes, type:  Full-time Curricular  Part-time Optional  Full-time Optional

If yes, program level and dates: \_\_\_\_\_

The student is **OUT OF STATUS**, but still wishes to attend Labette Community College.

The student is **OUT OF STATUS AND NOT CURRENTLY IN SEVIS**, but still wishes to attend Labette.

As DSO completing this form, I verify the information above is accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Return to International Admissions, LCC, 200 S. 14<sup>th</sup> St., Parsons, KS 67357 or Email to TammyF@labette.edu