



TRANSFER-IN INFORMATION FOR F-1 STUDENT STATUS

Congratulations on your application or admission to the New York Academy of Art! We are happy that you want to continue your U.S. education with us. This information is provided to help you maintain your F-1 Student status.

The U.S. Department of Homeland Security requires that F-1 students complete a "school transfer" when beginning studies at a new school.

WHAT YOU HAVE TO DO BEFORE YOU COME TO THE ACADEMY!

- Notify your international student advisor at your current school of your intention to transfer to the Academy.
- Schedule a "release date" with your current international student advisor for your F-1 record to be transferred to the Academy. Your Academy Form 1-20 *cannot be issued* until after this release date has been reached.

IMPORTANT: If you are completing or have completed your program of study or Post-Optional Practical Training (OPT), you have a 60-day period following this completion to have your F-1 record transferred to the Academy. Your F-1 Student Status ends 60 days after you complete your program of study or Post-OPT!

- Complete the attached F-1 Transfer-in form and submit it to this office as soon possible.
- Complete our Application for a Form I-20 and submit it with all required documentation to the Office of International Student Services by mail or email ssager@nyaa.edu.

WHAT YOU NEED TO DO AFTER YOU ARRIVE AT THE ACADEMY

- Attend Orientation. It is required that you do so.
- See your academic advisor to select your classes.
- Report to International Student Services immediately after seeing your advisor! Make photocopies of the following documents and bring them and the original documents with you:
 - Passport identification pages
 - F-1 Student visa (if you have one) and F-1 Admission stamp opposite it
 - Form I-94 Card or print out from www.cbp.gov/i94
 - Our Form I-20 (if it was sent to you to travel)
 - Forms I-20 from all other schools you have attended in the U.S.

IMPORTANT: You will not be allowed to register for classes until you have been cleared by International Student Services. We will not clear you without all the documents indicated above!

- Return to the Office of International Student Services to pick up your new Academy Form I-20 as instructed at Orientation.
- Protect your legal documents. Make COLOR photocopies of them. Never destroy any Form I-20s. Keep them in a safe place.



TRANSFER-IN FORM FOR F-1 STUDENT STATUS

INSTRUCTIONS: *Please complete Part I and then submit it to your international student advisor or designated school official at your current school for completion of Part II on the reverse side of this form.*

PART I: To be completed by the student:

I, _____

Print Name: Last (Family), First, Middle

Today's date: _____ SEVIS ID Number: _____

Country of citizenship (and Permanent Residence):

Term you intend to transfer to the New York Academy of Art: _____

Have you been accepted to the New York Academy of Art? YES NO

If not, when did you apply? _____

Have you submitted your application for a Form I-20 to the Academy yet? YES NO

What "release date" have you and your school agreed upon for your SEVIS record to be transferred to us?

Release date: _____

Do you intend to travel *outside* the U.S. before beginning your studies at the Academy?

NO

YES Enter intended dates of travel: From _____ to _____

If you answered yes above, will you need to apply for a renewal of your F-1 visa to return to the U.S.? YES NO

PART II: To be completed by the international student advisor or designated school official ONLY.

DESIGNATED SCHOOL OFFICIAL: Please complete and return to us with electronic copies of the student's Forms 1-20. *For your information, the New York Academy of Art's school code is NYC214F01534000.*

School Name: _____

Address: _____

Program of study: _____ Major: _____

Last date of full-time attendance: _____

Please provide the following F-1 benefit information for the program of study indicated above:

- Authorized reduced course loads: Type (medical/academic) and dates:

- Authorized Optional Practical Training: Type (OPT or CPT) and dates:

Dates of attendance: From _____ to _____

What "release date" have you and the student agreed upon for the SEVIS record to be transferred to us? Release date: _____

IMPORTANT: Please note that the "release date" should be the end of your current academic term or later.

Name of International Student Advisor: _____

Please print

Telephone: _____ E-mail: _____

Signature of International Student Advisor/P/DSO _____

Please return this form to:

Sarah Sager
Registrar & PDSO
New York Academy of Art
111 Franklin Street
New York, NY 10013
ssager@nyaa.edu
212-842-5121