TRANSFERRING TO TELC

The United States Citizenship and Immigration Services (USCIS) requires that all students in F-1 status complete a procedure called a “School Transfer” within the first 15 days of starting a new school in order to maintain F-1 status.

Step 1: Notify your current school of your intent to transfer.

Step 2: Register at TELC and pay the tuition in full. We will fax your old school a TELC acceptance letter.

Step 3: Submit the following documents:

- Copies of all of your I-20’s
- A copy of your I-94, which you can print from the website [www.cbp.gov/I94](http://www.cbp.gov/I94)
- A copy of your passport data pages
- A Transfer Certification Form signed by the student advisor at your previous school
- Financial documentation (all financial documents must be translated into English, and bank account balances must be stated in U. S. dollars):

<table>
<thead>
<tr>
<th>If you are <strong>self-sponsored</strong>:</th>
<th>If <strong>another person</strong> is sponsoring you:</th>
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</table>
| An **official bank letter** from your bank showing the date the account was opened and the current balance stated in U.S. dollars (minimum balance: $19,500) | (1) **A notarized Affidavit of Support**  
\[ \text{AND} \] |
| (2) An **official bank letter** from the sponsor’s bank showing the date the account was opened and the current balance stated in U.S. dollars | (3a) A **letter** on company letterhead from the sponsor’s employer giving the sponsor’s length of employment and annual salary in U.S. dollars  
\[ \text{OR} \] |
| (3b) A copy of the sponsor’s **tax return from the previous year** if the sponsor is self-employed in the U.S. | **Please note:** You will receive a new I-20 approximately two weeks after classes start.  
We reserve the right to request additional financial information.  
Documents which have been altered cannot be accepted.  
All original documents will be returned to you.
Affidavit of Support

Items #1 through #7 must be completed by the person who will provide the student with full or partial financial support and/or room and board during the student’s course of study at LaGuardia Community College, The English Language Center. Students may not be sponsored by other F-1 or J-1 status individuals.

**Sponsor Information**

1) I, ___________________________________citizen of ________________________ and residing at, _____________________________
   (name of sponsor) (country) (street) (city/state) (country) (telephone)
   certify the following:

2) I am employed in the capacity of ________________________________ with _______________________________________
   (position / title) (name of employer) located at _______________________________________. I receive an annual income of $ (U.S.) ______________ from this employment.
   (Attach a current salary confirmation statement in English made by that employer.)

3) I have $ (U.S.) ______________________ on deposit in savings with _____________________________________________
   (name of bank) located at: ______________________________________ (Attach most recent official bank statement.)

4) My family, which I currently support, consists of _____ persons (including myself). Our total annual family expenses are $ (U.S.) _________

**Student Support Information**

5) I am making this affidavit on behalf of ________________________________ who is my ________________________________
   (name of student) (relationship to sponsor) born on: Month _______ Day _____ Year ___.

6) I hereby certify that I am willing, able, and do commit to provide _______________________________________ with _____________________________
   (name of student) the annual amount of $ (U.S.) _________________________ for his/her tuition, fees, and living expenses each year during the entire program of
   study at LaGuardia Community College, The English Language Center.

**Room and Board Support Information**

(To be completed ONLY if student will live in the sponsor’s home while in the United States)

7) I hereby certify that I will provide __________________________________________________________________________
   (name of student) with:
   ☐ room only in my home at the address indicated above (valued at $5,000) or
   ☐ full room and board in my home at the address indicated above (valued at $8,000) during each year that he/she follows a program of
   study at LaGuardia Community College, The English Language Center.

**Signature and Notarization**

This Affidavit must be signed in the presence of a notarizing official.
I swear (affirm) that I know the contents of this affidavit signed by me and the statements are true and correct, and I authorize the release of
the documentation presented to the student and/or U.S. government official if requested.

(signature of sponsor) (date)

(please print name) (date)

Sworn and subscribed before me this ______ day of,
F-1 Student School Transfer Certification Form

I intend to transfer to LaGuardia Community College, The English Language Center for the Fall, Winter, Spring, Summer quarter beginning on: ________________________________.

Student’s Name: ____________________________________________________________
Family Name                              First Name

Date of Birth: ______ /_______/ ______  SEVIS ID # __________________________

I authorize the release of the information requested below:

Student’s Signature_____________________________________  Date:____________________

The student named above has indicated her/his intention to transfer to LaGuardia Community College, The English Language Center. Please provide the information requested to help us determine her/his eligibility for the transfer notification procedure:

Is the student authorized by US CIS to attend your institution? Yes (  ) No (  )

Was the student considered to be pursuing a full course of study while at your school? Yes (  ) No (  )

Dates of attendance ____/____/____ to ____/____/____/

Dates of last authorized vacation ____/____/____/ to ____/____/____/

Was this student considered to be maintaining status? Yes (  ) No (  )

If the student was not maintaining status, please indicate why in the COMMENTS section.

COMMENTS  ________________________________________________________________

*Please release the student to: THE CITY UNIVERSITY OF NEW YORK,
FIORELLO H. LAGUARDIA COMMUNITY COLLEGE, (ELC) NYC214F00812020

SEVIS release date: _____/_____/_____

Name of Institution: ___________________________________     Telephone #___________________

Name of Designated School Official ________________________
Signature of D.S.O. ________________________ Email:_____________________________ (Print)

Date:_____/_____/_____