

The English Language Center

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 laguardia.edu/telc and pay the tuition in full. We will email you 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
- 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):

If you are self-sponsored :	If another person is sponsoring you:	
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: \$23,000)	(1) <u>A notarized Affidavit of Support</u> <div>AND</div>	
	(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 <div>AND</div>	
	(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	(3b) A copy of the sponsor's tax return from the previous year if the sponsor is <i>self-employed in the U.S.</i> <div>OR</div>

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.*

PHONE: 718.482.5360

WEBSITE: laguardia.edu/TELC

EMAIL: english@lagcc.cuny.edu



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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 the
(name of student)
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 _____ with:
(name of student)

- ☐ 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, _____

The English Language Center

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:** _____

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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: _____

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

Name of Institution: _____ **Telephone #** _____

Name of Designated School Official _____

SEVIS Release Date _____

Signature of D.S.O. _____ **Email:** _____ **(Print)**

Date: ____/____/____