

**INTERNATIONAL LANGUAGE INSTITUTE, MD**  
A DIVISION OF TRANSEMANTICS, INC  
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## **TRANSFER PROCEDURE FOR F-1 STUDENTS**

### **Transferring to the International Language Institute, MD, from a different school:**

Before the International Language Institute, MD, is able to issue a new Form I-20 (*Certificate of Eligibility for Nonimmigrant (F-1) Student*) for a student transferring to the International Language Institute, MD, the student must

- notify present school of the intent to transfer
- receive release date from present school
- be admitted to the International Language Institute's Intensive Program
- request a letter of admission from the International Language Institute, MD, including start date, for the current school
- complete and submit the documents listed below to the School Director

### **DOCUMENTS**

1. The International Language Institute, MD, Intensive Program Application
2. Financial documentation in the form of bank statements, letter from a sponsoring agency, or affidavit of support.  
*You must submit a recent bank statement (less than 3 months old) as well as a letter of support from your sponsor, if applicable. We cannot accept letters from accountants in place of a bank statement.*
  - a. Bank statements from banks must include the name on the account, the date the account was opened, and the current balance.
  - b. You may submit more than one bank statement to document multiple accounts.
  - c. All documents must be translated into English and amounts shown in US dollars.
3. Copy of valid passport with expiration date, visa, and front and back of the I-94 Form.
4. Copy of previous I-20.
5. Copy of SEVIS payment receipt.
6. Copy of transcript from previous school if available (level, grades, and attendance).

### **PAYMENTS**

1. Non-Refundable Application Fee \$50.00

### **Transferring from the International Language Institute, MD, to a new school:**

- F-1 students must complete at least 2 complete four-week sessions at the International Language Institute, MD, before transferring to another institution.
- Release date will coincide with the last date of the student's final session.
- Student must request transfer in writing and include the name of the new school.
- Provide us with a copy of the acceptance letter from the new school.
- Student must be in good financial standing.