



**NAUGATUCK VALLEY COMMUNITY COLLEGE**  
**750 CHASE PARKWAY**  
**WATERBURY, CT. 06708**

**TRANSFER IN VERIFICATION FORM**  
**For Students in F-1 Status**

Please complete the top portion of this form, and have the bottom portion completed by the International Student Advisor at the school you currently attend.

**TO BE COMPLETED BY THE STUDENT:**

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Soc. Sec. or ID #: \_\_\_\_\_ I-94 #: \_\_\_\_\_

I hereby grant permission for the information requested below to be forwarded to the Naugatuck Valley Community College.

\_\_\_\_\_  
 Signature Date

**TO THE DESIGNATED SCHOOL OFFICIAL (DSO):**

The above named student has been admitted to the Naugatuck Valley Community College. In accordance with pertinent USCIS regulations, we request that you confirm her/his status at your institution so that we may process a transfer in SEVIS.

Please complete the following and return this form to the student, or mail it or fax it to us at:

**Office of Enrollment Services**  
**Naugatuck Valley Community College**  
**750 Chase Parkway**  
**Waterbury, CT 06708**

**Fax:**  
**(203) 596-8766**

- What is the student's SEVIS ID#? \_\_\_\_\_
- What is the student's SEVIS "Transfer Release Date"? \_\_\_\_\_
- Is the information completed by the Student above completed?  Yes  No
- To the best of your knowledge, is this student currently maintaining status under the regulations of USCIS?  Yes  No
- If "No," please explain: \_\_\_\_\_  
 \_\_\_\_\_
- Is / was the student pursuing a full course of study?  Yes  No
- Please indicate this student's dates of attendance (not I-20 dates) at your institution: \_\_\_\_\_ to \_\_\_\_\_
- Please list any periods of Optional or Curricular Practical Training: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of DSO

\_\_\_\_\_  
 Name and Title of DSO

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name and Location of Institution

Procedures for F-1 Students  
**TRANSFERRING TO NAUGATUCK VALLEY COMMUNITY COLLEGE  
FROM ANOTHER SCHOOL IN THE USA**

If you are transferring to Naugatuck Valley Community College from another U.S. school, you must follow the procedures outlined below.

1. Notify the school you currently attend that you wish to transfer to Naugatuck Valley Community College. Ask The designated school official there to:
  - a. Enter into SEVIS your intent to transfer to Naugatuck Valley Community College. Enter into SEVIS a “transfer release date.”
  - b. Complete the bottom portion of the **Transfer Verification Form** on the front of this sheet.
2. Send the **Transfer Verification Form** to our office. If we do not already have on file copies of your pertinent immigration-related documents, please send copies of those as well. We cannot issue a new I-20 to you until we have the following documents in our office:
  - a. A copy of your expired passport.
  - b. A copy of your I-94 Arrival/Departure Record (the small, white card stapled into your passport).
  - c. Copies of previous I-20s issued to you by other institutions.
  - d. Completed **Transfer Verification Form** (see other side of this sheet.)

Please note also that we must wait until after the “Transfer Release Date” entered into SEVIS by your current school (1.b. above) before we can issue your new I-20.

3. You must report to our office, the Office of Enrollment Services, (K509A), no later than 15 days after the start date on your NVCC I-20 and request that we complete the transfer process. Failure to report to our office within this time period is a violation of your nonimmigrant status. Bring your new NVCC I-20 with you.
4. If all your documents are in order, the designated school official will process your transfer by endorsing page 1 of your Naugatuck Valley Community College issued I-20. The advisor will return the I-20 to you. This becomes your current, valid I-20; keep it together with all your previous I-20s. The advisor will notify INS of your transfer to Naugatuck Valley Community College through SEVIS.

**IMPORTANT NOTE:**

**Failure to follow these Instructions may result in  
a violation of your immigration status.**