

SPANISH-AMERICAN INSTITUTE

A NOT-FOR-PROFIT EQUAL EDUCATIONAL OPPORTUNITY INSTITUTION

240 West 35th Street, 2nd Floor, (between 7th & 8th Avenues), Manhattan, New York 10001

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INTERNATIONAL VISA STUDENT SCHOOL TRANSFER PROCEDURE

This form is to be completed by the International Student Advisor or Designated Official at the institution from which the student is transferring. The student is responsible for forwarding this form to the last institution attended and for returning the form to Spanish-American Institute.

Students who have not been enrolled in a full-time course of study during the semester immediately preceding their intended enrollment at the Spanish-American Institute are required to submit a written request to Immigration for reinstatement. The student's request for reinstatement should be accompanied by an I-20 Form from the institution the student intends to attend.

TRANSFER RECOMMENDATION OF PRIOR SCHOOL

Student's Full Name

/ /

Student's Admission Number

Today's Date

The student named above:

is/was taking a full course at this school through the is/was not taking a full course.
 Summer Fall Spring semester. Please explain below.

- completed the course of study on ____ / ____ / ____ (date).
- engaged in approved practical training.
- had financial difficulties while in attendance.
- had other academic/adjustment problems described below.

Comments

Name of Former School

Address of Former School

X

Please Print Name of Former School Advisor

Signature of Former School Advisor