

Checklist for F-1 Students Transferring to Durham Tech

Important Notes:

1. To be eligible to transfer to Durham Tech, your current school must verify that you are in valid F-1 status and eligible for transfer. If this is not the case, you must apply for reinstatement at your current school, or leave the United States with an I-20 from another school.
2. **Durham Tech does not assist current out-of-status F-1 students who need reinstatement.**
3. If you are currently on post-completion OPT you must be transferred **before the end of your** 60-day grace period (after OPT ends). If you want to transfer prior to your OPT end date, your OPT will automatically terminate early.
4. You may not be eligible to apply for, or renew, an NC Driver's License/Permit until you are registered via the SEVIS system for your first term at Durham Tech. Registration with SEVIS is not usually done until after classes begin but can request it earlier (up to 30 days before classes begin) if you are fully registered for classes at that time.
5. Admission to Durham Tech does not constitute admission to a specific program. Many programs have additional requirements and may have competitive admissions requirements.
6. ***If you are exploring other schools in addition to Durham Tech, please let us know.***

Deadline to Transfer - At Least Three Weeks Before School Begins

- You must complete this checklist and submit the Transfer Eligibility Form by the deadline.
- Allow at least one week after you have completed all requirements (and after your transfer release date) for your I-20 to be prepared.

_____ **Recommended date for transfer release (must have completed all of this page and school verification)**

Classes for Fall Spring Summer 2019 2020 2021 start on _____. Pre-registration begins _____.

- Obtain a Residency Certification Number (RCN)** through the [NC Residency Determination Service](https://ncresidency.org). (ncresidency.org)
- Complete the online [Durham Tech enrollment application](https://durhamtech.edu/apply)** (durhamtech.edu/apply) for an [eligible F-1 program of study](https://durhamtech.edu/admissions-and-enrollment/enroll-non-us-student/programs-students-or-seeking-f-1-visa-status) (durhamtech.edu/admissions-and-enrollment/enroll-non-us-student/programs-students-or-seeking-f-1-visa-status)
 - Enter the RCN on the online enrollment application
- Complete the [F-1 Student Application-Supplemental form](https://durhamtech.edu/admissions-and-enrollment/enroll-non-us-student/admission-steps-f-1-transferring-or-seeking-f-1)** (durhamtech.edu/admissions-and-enrollment/enroll-non-us-student/admission-steps-f-1-transferring-or-seeking-f-1)
- Submit proof of completion of a Degree (High School or the Equivalent, or a College Degree)**
 - Official high school degree/diploma/national test scores **OR** Official college/university degree or diploma.
 - If you completed college or university courses outside of the US, you must obtain an [official evaluation](https://durhamtech.edu/translation-and-evaluation-services) (durhamtech.edu/translation-and-evaluation-services) to receive any transfer credit for past courses.
 - **Any documents that are not in English, must be accompanied by an official [English Translation](https://durhamtech.edu/translation-and-evaluation-services)** (durhamtech.edu/translation-and-evaluation-services)
 - Official transcripts from current or previous US schools
- Sign up and attend a [ConnectSession \(Orientation\)](https://durhamtech.edu/connectsession-new-student-orientation/schedule-connectsession)** (durhamtech.edu/connectsession-new-student-orientation/schedule-connectsession)
- Take Placement Tests** (durhamtech.edu/admissions-and-enrollment/earn-degree-diploma-or-certificate/placement-testing)
 - If you have adequate AP, SAT, or ACT scores or college level English taken in the US, you may not need to take tests. All students who need English testing must **first take the Accuplacer ESL test** (reading, language use, sentence meaning, and listening).
 - After English testing, meet with an EFL Advisor for an evaluation of your test scores. EFL classes may be required.
 - **Health Technologies program applicants** should consult with a Health Tech advisor to go over [additional testing requirements](https://durhamtech.edu/admissions-and-enrollment/health-technologies-program-requirements/health-tech-language-requirement) (durhamtech.edu/admissions-and-enrollment/health-technologies-program-requirements/health-tech-language-requirement)

- I-20 showing status from current school, **plus all previous I-20's issued**
- Current valid **passport**
- VISA stamp AND/OR** Approval Notice (current status _____)
- I-94** (www.cbp.gov/i94) **AND entry stamp** (Expiration date _____) and other docs indicating status.
- OPT EAD** (if applicable) (OPT end date: _____)
- Evidence of financial support**
 - Financial documents (bank statement or letter from bank). **\$23,000 USD or the equivalent** for the first year, plus a funding plan for the length of your program. All funds should be in US dollars or a [currency equivalency](http://www.xe.com) (www.xe.com) must be submitted. **\$5,000 is required for each F-2 dependent.**
 - If the funding is not in your bank account, you must submit sponsorship documents along with the finances.
 - If the sponsor is in the US, submit an [Affidavit of Support](http://durhamtech.edu/sites/default/files/inline-files/AffidavitofFinancialSupport.pdf) (durhamtech.edu/sites/default/files/inline-files/AffidavitofFinancialSupport.pdf).
 - If the sponsor is outside the US, submit a [formal letter](http://durhamtech.edu/sites/default/files/inline-files/SampleSponsorLetter.docx) (durhamtech.edu/sites/default/files/inline-files/SampleSponsorLetter.docx).
- Sign and submit the [Responsibilities of F-1 Students Under SEVIS form](http://durhamtech.edu/F1-students-under-sevis)** (durhamtech.edu/F1-students-under-sevis)
- Review [Health Insurance Options](http://durhamtech.edu/sites/default/files/inline-files/HealthInsurance_0.pdf)** (durhamtech.edu/sites/default/files/inline-files/HealthInsurance_0.pdf). Durham Tech strongly recommends health insurance for all F-1s and F-2s.

After you complete the previous steps, we will give you a Transfer Eligibility Form

- Submit the Durham Tech Transfer Eligibility Form** signed by you and by a “Designated School Official” at your current school. Your school may require proof of admission to Durham Tech or other paperwork before they release your record. We can provide an admission letter for you if needed.

After we receive the signed Transfer Eligibility Form

- If you are eligible for transfer to Durham Tech, we will contact your school to have them “release” your record in SEVIS.
- After your record is released to Durham Tech, we will prepare a pending transfer I-20 for you. Our office will email you for you to pick it up from our office once it is ready.
- Register and pay for Classes - IF YOU DO NOT PAY BY YOUR REGISTRATION DEADLINE, YOUR CLASSES WILL BE DROPPED.**
 - Durham Tech now offers a [payment plan](http://www.MyCollegePaymentPlan.com/durhamtech). (www.MyCollegePaymentPlan.com/durhamtech)
 - If you qualify for [Non-profit Sponsor](http://durhamtech.edu/non-profit/sponsored/tuition) (durhamtech.edu/non-profit/sponsored/tuition) the required documentation is due one week before the payment deadline. Tuition fees can be found on the [Tuition and Fees Chart](http://durhamtech.edu/tuition-and-fees/tuition-and-fees-chart) (durhamtech.edu/tuition-and-fees/tuition-and-fees-chart).
- Attend mandatory F1 International Student Orientation** (one week before classes begin). Ask ISS for the exact date.

Term	Date of Orientation
Spring 2019	Thursday, January 3, 2019
Summer 2019	Wednesday, May 8, 2019
Fall 2019	Wednesday, August 7, 2019

After classes begin we will prepare a Transfer Completed I-20

- We will contact you to pick up the newest I-20.
- You will be able to obtain/renew your NC Driver’s License one week after the date this I-20 was issued.

Questions? Contact International Student Services (ISS), Center for the Global Learner (CGL), 1637 E. Lawson St, Durham, NC 27703
Office: Building 1, room 1-148 **Phone:** 919-536-7200, ext. 3228 **Fax:** 919-536-7281 **Email:** international@durhamtech.edu