



# International Transfer I-20 Release Form

For Students transferring into Normandale Community College

## Transfer Procedures:

Complete Section 1 of this form and submit this form and proof of admission to Normandale College to the Designated School Official (DSO) at your current school to determine an appropriate 'release date' for your transfer. The release date must be:

- i. After you have completed all coursework and employment at your current school
- ii. No later than 60 days after completion of studies or OPT at your current school
- iii. At least one week prior to the start of your program at Normandale Community College (NCC)

The DSO at your current school must complete section 2 of this form and mail or scan/email the signed and completed form.

**Email:** [International@normandale.edu](mailto:International@normandale.edu)

**Mail:** Normandale Community College, 9700 France Ave S, Bloomington, MN 55431

## I-20 Issuance:

- Students traveling outside the US will receive a "Transfer Pending" I-20 soon after their SEVIS record is released to Normandale Community College.
- Students remaining in the US will receive an NCC I-20 after SEVIS record is released to Normandale Community College.

### SECTION 1 To be completed by the student

Family Name \_\_\_\_\_ First Name \_\_\_\_\_

Birthdate (Month/Date/Year) \_\_\_\_\_ Student ID # (if known): \_\_\_\_\_

Term of admission at Normandale (select term and enter last 2 digits of the year):  Fall 20\_\_\_\_  Spring 20\_\_\_\_

*(Note: You must begin your program at NCC within 5 months of completing your program at your current school or within 5 months of your transfer release date, whichever is **earlier**).*

Do you plan to travel outside the US before beginning your program?  No  Yes Dates of Travel \_\_\_\_\_

*(Note: You must use NCC I-20 for reentry the US to begin new program at Normandale Community College).*

I authorize my current institution to provide the information requested in Section 2 to Normandale Community College.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 2 To be completed by the Designated School Official at current institution

What date was the student last enrolled at your school? \_\_\_\_\_

To the best of my knowledge, this student is in valid F-1 status and is eligible for transfer.  Yes  No

If no, please indicate reason(s) the student has not maintained F-1 status, if known: \_\_\_\_\_

If the student does not hold a valid F-1 status, have you issued a Form I-20 for reinstatement?  No  Yes

If yes, on what date did you issue the reinstatement Form I-20? \_\_\_\_\_

Has the student been authorized for practical training?  No  Yes: \_\_ CPT \_\_ OPT Dates \_\_\_\_\_

Program Level \_\_\_\_\_ When the student was last enrolled (or OPT) as your school? \_\_\_\_\_

This student is out of status. Reinstatement option and procedures were explained to student.

**Transfer student's record to: Normandale Community College – SEVIS School Code: SPM214F00428000**

Student's SEVIS ID # \_\_\_\_\_ SEVIS Record Release Date to Normandale \_\_\_\_\_

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

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

\_\_\_\_\_  
Email Address Telephone

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

Updated 05/13/2024