

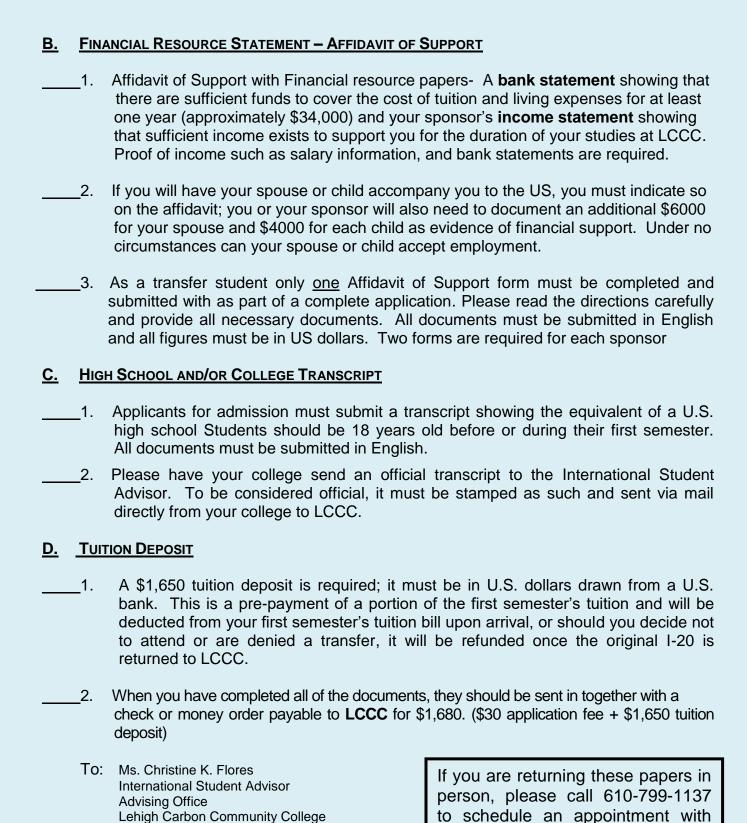


TRANSFER ADMISSION PROCESS AND CHECKLIST

To ensure ample time for processing, please plan on applying at least **30 days** prior to the start date of the semester. Fall semester has a late-August start date. Spring semester has a mid-January start date. Please be sure to read all the directions; all documents must be submitted in English. Only completed applications will be accepted. There are several categories required to be considered for admission, please read the following instructions carefully:

SECTION 1. THE FOLLOWING IS REQUIRED OF ALL PROSPECTIVE STUDENTS:

<u>A.</u>	<u>APPI</u>	PLICATION FOR ADMISSION				
	_1.	Please print your name exactly as it appears on your passport. When writing your birth date, be sure to write it: Month/Day/Year. Fill in all information that is on the application.				
	_2.	The last page of the application has letter codes to be used for your intended program of study.				
		 The following programs have restricted admission: Nursing, Practical Nursing, and Veterinary Technician. International students interested in one of these programs should apply as a Health Science major. You will be considered as a pre-major until gaining acceptance. Students interested in these majors must also have their high school transcripts evaluated by either World Evaluation Service or Education Credential Evaluators. It is important that you inform the International Student Advisor of your intention to enter one of these restricted programs. 				
	_3.	Students must have an intermediate to advanced command of the English language. As proof, official records showing minimum scores for TOEFL (75) IELTS (6.5) must accompany your application packet or the equivalent transferourse for ENG 105 with a C or better.				
	_4.	Complete the financial questions part of the application. This information is necessary for the Department of Homeland Security's SEVIS database.				
	_5.	Application fee of \$30 is non-refundable.				



the International Student Advisor.

Lehigh Carbon Community College

4525 Education Park Drive

Schnecksville, PA 18078

SECTION 2. For Students Currently in F-1 Status who are Transferring from Another College

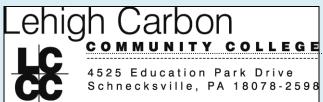
1.	Inform your international advisor at your current school that you are transferring to LCCC.
	 Your international student advisor must complete the <u>Transfer In</u> <u>Recommendation form</u> and email or fax it directly to the International Student Advisor at LCCC; it is attached.
2.	Submit copies of your current I-20 and passport/visa/I-94 with your International Student Application.
3.	After all materials are received and reviewed; you will be notified by LCCC of you acceptance status. Please allow at least ONE week for processing.
4.	If accepted, you must set up an appointment with in 15 days of the Transfer Release date, with the International Student Advisor; you must bring your passport, visa, 1-94*.
	 A copy of these will be kept on file and you will then be issued a new I-20 which will reflect your transfer to LCCC.
5.	If you will be traveling outside of the United States <i>before</i> you attend LCCC, you must be issued a new I-20 prior to your departure from the US. It will also be helpful to register for classes before you leave.
6.	You are required to send an official transcript from all colleges attended to the International Student Advisor. Unofficial transcripts can ONLY be used for verification of pre-requisites during course selection.

Special Transfer Topics:

- -- If decide not to transfer, it is important that you inform International Student Advisor immediately.
- -- If a student completes a course of study or OPT, the student is eligible for transfer through the end of the 60-day grace period. Be aware of the 5 month start-date limit to begin studies at your new school: you cannot remain in the US if you are transferring to another institution and do not begin classes within 5 months of your transfer.
- -- If a student is currently on OPT; the OPT automatically terminates upon transfer.

ISSUANCE OF THE I-20 AND THE I-901 SEVIS FEE

- It takes approximately two weeks after the submission of the necessary documents for the I-20 to be issued. All information is entered into a Department of Homeland Security Database (SEVIS). LCCC must send the I-20 directly to the student. Documents will be sent via regular mail. If you wish to have the documents express mailed, you will be required to pay the mailing cost.
- Prospective students should be aware that there is a \$200 SEVIS I-901 fee which must be paid before scheduling an appointment with the consulate. More information about this fee will be provided when the I-20 is issued. Please note, those students currently holding an F-1 Visa do not need to pay the SEVIS fee again, it is for initial I-20's only.
- All I-20s are sent via regular mail directly to the student or will be picked up in person for those students already in the US. I-20s cannot be given to anyone other than the student. There is an additional charge if you wish to have the I-20 express mailed, which may be deducted from your deposit.



F-1Visa Student Transfer-In Request Form

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Start here goanywhere.

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TO:						
	ise sign the release of information section of this form and give or attend or most recently attended.	mail it to the foreign stud	dent advisor at the school you			
I gra	ant permission for the information requested below to be released	to Lehigh Carbon Comm	nunity College.			
	Applicant's Sign	nature	Date			
To:	International Student Advisor					
confi	above-named student has qualified academically for admission to firmation of his/her status at your institution before approving tran rn to the address below; a copy may be sent to cflores@lccc.edu o	sfer to this school. Pleas	se complete the following and			
	Christine K. Flores, International Student A Lehigh Carbon Community College 4525 Education Park Drive Schnecksville, PA 18078 610-799-1577	Advisor				
1.	Current Immigration Status					
	I-20 Completion Date on DocumentI-94 Expiration Date					
	The student is in good standing and is/has been pursuing a full course of study.					
	The student is out of status and a reinstatement to student status was filed on					
	at DHS (District:) and	d is pending.			
	The student is out of status, and we will advise him/her to apply for reinstatement upon receipt of a new I-20					
	from Lehigh Carbon Community College.					
	Other:	<u> </u>				
2.	Transfer Release Date					
3.	Please indicate the dates of any practical training (curricular, of CurricularOptional		ich the student has participated:			
Name	ne and Title of Designated School Official Completing This Form	Signature				
Name	ne of Institution	Date				
Addr	ress	Telephone Number				