

Transferring to the Intensive English Center

Welcome to the Intensive English Center (IEC)! If you are an F1 student planning to transfer to our program, follow this guide to ensure a smooth and successful transition.

Step 1: Apply and Get Accepted

1. **Submit Your Application:** Complete the online application form on the [IEC website](#).
2. **Provide Required Documents:** Submit your diploma of the highest degree earned, as well as your bank statement, current address, passport/visa, proof of financial support, and fee payment receipt.
3. **Receive Acceptance Letter:** Once accepted, you will receive an acceptance letter from the IEC.

Step 2: Notify Your Current School

1. **Inform Your Current DSO:** Notify your current school's Designated School Official (DSO) of your intent to transfer to the IEC.
2. **Provide Acceptance Letter:** Show the acceptance letter from the IEC to your current DSO.

Step 3: Transfer Your SEVIS Record

1. **Complete Transfer Out Form:** Your current school may require you to complete a transfer out form or provide a written request.
2. **Select a Transfer Release Date:** Work with your current DSO to select a SEVIS transfer release date. This date should be after your current term ends and before the start date at the IEC.

Step 4: Obtain a New I-20 from IEC

1. **Wait for SEVIS Transfer:** After the transfer release date, your SEVIS record will be transferred to the IEC.
2. **Receive New I-20:** The IEC will issue a new I-20 form. Make sure the program start date is correct.

Step 5: Maintain Your Status During the Transfer

1. **Keep Attending Classes:** Continue attending classes at your current school until the transfer release date.
2. **Avoid Gaps:** Ensure there is no gap in your F1 status. You must start classes at the IEC in the next available term, which should begin within 5 months of your last date of attendance or 5 months of your transfer release date, whichever is earlier.

Step 6: Check in at IEC

1. **Report to IEC:** Upon arriving at the IEC, check in with our DSO.
2. **Provide Necessary Documents:** Present your new I-20, passport, visa, and other required documents.

Important Considerations

- **Travel During Transfer:** If you plan to travel outside the US between schools, re-enter with the I-20 from IEC.
- **Communication:** Keep open communication with your current and new DSOs throughout the transfer process.
- **Update Address:** Report any change of address to your new DSO within 10 days of moving.

Common Questions

- **What If My New Program Starts More Than 5 Months After My Current Program Ends?**
 - You may need to leave the US and re-enter with a new initial I-20. Consult with your DSO for specific instructions.
- **Do I need to pay the SEVIS I-901 fee again?**
 - No, if you transfer schools within the US, you do not need to pay the SEVIS I-901 fee again. Your SEVIS record will be transferred to the IEC.
- **How long does the transfer process take?**
 - The timeline can vary, but the SEVIS transfer is typically completed within a few weeks. Ensure you start the process early to avoid any issues.
- **What should I do if my visa expires before completing my IEC program?**
 - If your visa expires while in the US, you only need to renew it once you plan to travel outside the US. However, your passport and I-20 must remain valid.