



Eligibility Confirmation Form for School Transfer by an F-1 Student

This form is required of all international students currently in the U.S. in F-1 status, regardless of whether or not the student intends to travel outside of the U.S. Complete and return this form only after receiving a formal letter of admission from The Wardlaw+Hartridge School. After receiving W+H's letter of admission, the student needs to complete this form and give it to a Designated School Officer (International Student Advisor) to complete, sign and return to The Wardlaw+Hartridge School. After we receive this form, we will issue your Form I-20.

Please follow the instructions below:

1. Section 1 is to be completed by the student after receiving admission from W+H.
2. Section 2 is to be completed by a Designated School Official (DSO) at your current school. The DSO will also:
 - a. Enter into SEVIS your intent to transfer to The Wardlaw-Hartridge School (SEVIS school code: NEW214F01100000) in the SEVIS Transfer School list, and
 - b. Enter into SEVIS a "transfer release date" on which your electronic record will become accessible to The Wardlaw+Hartridge School.
3. Return the completed School Transfer Form to The Wardlaw+Hartridge School. Please include copies of all immigration-related documents listed below:
 - a. Copy of the biographic page from your passport
 - b. Copies of ALL previous I-20s issued by other schools
4. Report to the Admission Office at The Wardlaw+Hartridge School during International Student Orientation. Bring copies of your passport, all immigration documents and medical information with you at that time.

If you or your school's Designated School Official (DSO) has any questions about the transfer process, please telephone The Wardlaw+Hartridge School at (908) 754-1882 Ext. 156.

The Wardlaw+Hartridge School, Admission Office, 1295 Inman Avenue, Edison, NJ 08820
Fax: (908) 754-9678 / Telephone: (908) 754-1882 Ext. 156 / E-mail: rgonnella@WHSchool.org
WHSchool.org



Eligibility Confirmation Form for School Transfer

SECTION 1 - TO BE COMPLETED BY STUDENT (after receiving admission to W+H)

I authorize the DSO at my current school to complete Section 2 of this form and send it to The Wardlaw+Hartridge School.

Name (please print): _____
Family Name Given Names

Date of Birth (MM/DD/YYYY): _____

Name of Current School: _____

Student Signature: _____ Date: _____

SECTION 2 - TO BE COMPLETED BY DESIGNATED SCHOOL OFFICIAL (DSO)

Please check all appropriate boxes below, provide the information requested, and return this form to W+H via mail, e-mail: rgonnella@WHSchool.org, or fax 908-754-9678.

The student named above: (1) has been enrolled in a full-time course of study, (2) is considered to be maintaining lawful F-1 status, and (3) is eligible to transfer.

This student is **not** eligible to transfer because s/he is out-of-status and has been advised to apply for reinstatement.

This student would be eligible to continue studies at the current school.

This student would **not** be eligible to continue studies at the current school because:

 Our school is not authorized to enroll international students in SEVIS.

• This student's SEVIS Identification Number is: NO _____

• This student's Transfer Release Date in SEVIS is: _____

**Please release the student to: "The Wardlaw-Hartridge School"
(SEVIS school code: **NEW214F01100000**).**

DSO Signature: _____

E-Mail Address: _____

DSO Name (Please print): _____ Date: _____

Phone Number: _____ Fax Number: _____

Fax, E-mail, or Mail this page to:

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