

## Required Transfer Information Form

**Instructions to Applicants in the United States:** All students complete Section A of this form. Please request the International Student Advisor or counselor at the school you currently attend or most recently attended to complete Section B. You will not be issued an I-20 or DS-2019 from Oregon Tech until this form is completed and returned with the documents requested and the current school releases you to transfer. Once you are issued an I-20 or DS-2019 from Oregon Tech, you must report within 15 days of the beginning of classes.

**DO NOT COMPLETE THIS FORM UNTIL YOU HAVE DECIDED, FOR CERTAIN, TO ATTEND OREGON INSTITUTE OF TECHNOLOGY.**

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### SECTION A: Information Furnished by the Applicant

**FULL NAME:** \_\_\_\_\_  
(Family or surname) (First or given name) (Middle name)

**I plan to travel outside the US before reporting to Oregon Institute of Technology (Check one):** Yes \_\_\_\_\_ No \_\_\_\_\_

**COUNTRY OF BIRTH** \_\_\_\_\_ **COUNTRY OF CITIZENSHIP** \_\_\_\_\_

**Overseas Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*OREGON TECH WILL NOT ISSUE AN I-20 WITHOUT A PHYSICAL OVERSEAS ADDRESS\*\*** Oregon Tech does NOT accept PO Boxes as an overseas address for I-20 issuance.

**Quarter of Intended Enrollment at Oregon Tech:** \_\_\_\_\_

**Campus Attending (please circle):** Klamath Falls      Wilsonville

**Most Recent US Institution Attended:**

\_\_\_\_\_

**Dates of Attendance:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Place an X next to the visa classification you now hold and attach copies of the documents requested.**

\_\_\_\_\_ **F-1 student:** Attach copies of your I-94 (both sides) and all I-20's issued to you.

\_\_\_\_\_ **F-2 dependent:** Attach copies of your I-94 (both sides), your visa, your passport, and you spouse's I-20 ID.

\_\_\_\_\_ **H-1 employee:** Attach copies of your I-94 (both sides), I-797 approval notice, your visa, your passport.

\_\_\_\_\_ **H-4 dependent:** Attach copies of your I-94 (both sides), your visa, your passport.

\_\_\_\_\_ **Other:** Please specify and attach documentation (I-94, visa, passport, approval notice, etc.)

I have decided to transfer to Oregon Institute of Technology. If F-1, I hereby authorize the foreign student advisor at the U.S. institution I have most recently attended to review the information provided above and on the attached photocopied documents, to provide the additional comments requested in Part B of this form, and to provide Oregon Tech with a release date for my SEVIS records.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Section B

**INSTRUCTIONS TO THE DESIGNATED SCHOOL OFFICIAL AT THE INSTITUTION CURRENTLY OR MOST RECENTLY BY THE APPLICANT.** Before filling out Section B, please review the information the applicant has provided in Section A against the records maintained in your office. Please answer the following questions and return the completed form to the address given at the bottom of this page with the appropriate attachments. **In SEVIS we are listed as Oregon Institute of Technology. \*\*PLEASE SELECT EITHER KLAMATH FALLS OR WILSONVILLE ACCORDING TO THE STUDENT'S CHOICE IN SECTION A\*\***

**1. Is the information furnished in Section A (including photocopies of certificates of eligibility) complete and accurate according to records in your office?**

Yes \_\_\_\_\_ No \_\_\_\_\_ (If no, please comment):

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2. To the best of your knowledge, is this student currently in status with USCIS?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. If the applicant is in F-1 status, please indicate from your records his/her:

First day of F-1 status: \_\_\_\_\_ USCIS Number: \_\_\_\_\_

Dates attended at your institution: From \_\_\_\_\_ To \_\_\_\_\_

Practical Training authorized by your institution (Please indicate type and specific dates):

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4. Is your institution a SEVIS certified school? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Has the student been entered into SEVIS by your school? Yes \_\_\_\_\_ No \_\_\_\_\_

6. What date will this student officially be released for transfer in SEVIS?  
(MO/DD/YYYY) \_\_ / \_\_ / \_\_

Name and Title: \_\_\_\_\_

Address : \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature : \_\_\_\_\_

Email: \_\_\_\_\_

Please mail this form and attachments to:

Oregon Tech Admissions  
ATTN: International Admissions  
3201 Campus Drive  
Klamath Falls, OR 97601

Phone: (541) 885-1150  
Fax: (541) 885-1024  
E-Mail: oit@oit.edu