

Transfer Instructions and Request Form

Please complete this form and submit it to your current international student advisor with a copy of your KGI acceptance letter to request your transfer. **Please do not request a transfer until you have received your admission letter from KGI. If you have been accepted to the Minerva Schools at KGI, please contact Minerva for the appropriate transfer form.**

Name: _____
Given Name Last/Family Name

Date of Birth: _____
MM/DD/YYYY

SEVIS ID Number: _____
"NXXXXXXXXX" on top of I-20/DS-2019

Program State Date: _____
MM/DD/YYYY

Will you travel out of the country before starting your program at KGI: Yes No

If yes, please provide the date you will leave the country: _____
MM/DD/YYYY

Please transfer my F-1 SEVIS record to:

Keck Graduate Institute of Applied Life Sciences (LOS214F1195000)

NOT: Minerva Schools at KGI

Please transfer my J-1 SEVIS record to:

Program Number P-1-02946

(Claremont Graduate University)

Student Signature: _____ Date: _____
MM/DD/YYYY

TRANSFER INSTRUCTIONS FOR SCHOOL OFFICIAL

KGI does not require fellow DSO/ROs to complete and return transfer forms. If the student is in **active** status, please release the student's record on the appropriate date. If the student has indicated s/he will be traveling outside the US before starting at KGI, we would appreciate a release date at least 2 weeks in advance of the leave date, when at all possible.

If the student is **out of status** and will require a reinstatement, please contact us at international@kgi.edu or 909-607-8586 **before** transferring the record to KGI.