

Transfer F-1 Admission Checklist for F-1 International Students transferring to Butler

IMPORTANT: All of items #1 – 10 must be completed before the transfer deadline. The transfer deadline is always 7 days before the first day of class for the semester. Transfers will be denied after the deadline.

- 1. **Application** completed in full, at www.butlercc.edu/apply
- 2. **Current Bank Statements** showing an amount equal to at least \$16,897 USD (scanned copy acceptable)
- 3. **Sponsor Letter/Financial Guarantee Form** hand signed and dated recently (scanned copy acceptable)
- 4. **Secondary School Examination Results/Final Certificates** in English (scanned copy acceptable)
- 5. **Official U.S. University/College Transcripts** or proof of transcript order to be sent to Butler.
- 6. **Transfer Status Form** signed by DSO at current school
- 7. **Proof of English Proficiency** TOEFL 500 (PBT), 173 (CBT), 61 (iBT); IELTS 5.0; iTEP 3.5; Advanced Level II from IELC; one year US high school; 12 credits with GPA 2.0 or higher at a US college/university
- 8. **Copies of Immigration Documents** Passport, Visa, I-94, all previous I-20's, including initial I-20
- 9. **Negative TB Test** A recent negative TB test is usually required for admission before enrollment. **ALL positive TB tests MUST be referred to College Health**
- 10. **\$75 non-refundable processing fee** Paid at Butler Accounts Receivable, after admission documents are approved

After Admission

- 11. **SEVIS Release** Your SEVIS record must be released to Butler by your current school. Your current school may require additional paperwork.
- 12. **Sign new Butler I-20** F-1 students must sign their new transfer I-20 no later than 15 days after the start of the semester to complete the transfer. It is your responsibility to do this. **You will be out-of-status if you do not complete this final step of your transfer.**

Note: All students who have completed fewer than 12 credit hours in the US, or at an International Advisor's discretion, must take a **mandatory international orientation session**. Health insurance is mandatory and is required within first two weeks of the semester. Options for coverage are provided.

F-1 Guest Student Requirements

- 1. **Negative TB Test and completed TB Paper Screen** Students taking online courses and living 2hr+ away from campus may be except from the TB test requirement.
- 2. **Guest Letter** A signed letter of permission to enroll at Butler, from the international student office at the student's current school
- 3. **\$25 non-refundable Guest Fee** This fee is charged at the time of enrollment.

Note on prerequisites: Courses taken at other U.S. institutions to fulfill prerequisites for Butler courses must be submitted to Butler via an official transcript prior to enrolling. Non-U.S. institution transcripts must be evaluated by certain evaluation agencies.

For more details on International Student admission requirements, please go to www.butlercc.edu/int_advising/index.htm