

Transfer F-1 Admission Checklist

for F-1 international students transferring to Butler

Admission Deadline

Seven days before the first day of class for the semester.

IMPORTANT: All of items #1 – 10 must be completed by the admission deadline.

For more information on international student admission requirements, visit www.butlercc.edu/international-admission.

- 1. Application** completed in full, at www.butlercc.edu/apply
- 2. Current Bank Statements** showing an amount equal to at least \$17,554 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** Official transcripts must be sent from all colleges/universities attended within the U.S.
- 6. Transfer Status Form** signed by DSO at current school
- 7. Proof of English Proficiency** see www.butlercc.edu/international-admission for accepted scores/transcripts
- 8. Copies of Immigration Documents** Passport, Visa, I-94, all previous I-20's, including initial I-20
- 9. Negative TB Test** A negative TB test taken within the U.S., if available. Students without a TB test must notify the International Office for further guidance.
- 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.