

Transfer 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, including an academic major and a foreign address listed under “Home Country Address”
- 2. Bank Statements** dated within 6 months of start of semester showing \$18,912 (scanned copy acceptable)
- 3. Sponsor Letter/Financial Guarantee Form** hand signed and dated within 6 months of start of semester (scanned copy acceptable)
- 4. High School Transcripts** in English (scanned copy acceptable)
- 5. Official U.S. University/College Transcripts** or provide receipt showing that it has been ordered and sent to Butler Registrar. If an official transcript is not available for submission, student’s payment will be for two payment dates instead of four
- 6. Transfer Request Form** signed by DSO at previous school
- 7. English Proficiency** TOEFL 500 (PBT), 173 (CBT), 61 (iBT), IELTS 5.0 or Advanced Level II from IELC, One year US high school, or attend one academic study semester in US College
- 8. Copies of Immigration Documents** Passport, Visa, I-94 (front & back if paper), 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** Pay at Butler Accounts Receivable. [Date received _____]
MM/DD/YYYY
- 11. SEVIS Release** Your SEVIS record must be released to Butler by your previous school. Your previous school may require additional paperwork.
- 12. Sign new Butler I-20** Under U.S. law, an F-1 student must sign their new transfer I-20 no later than 15 days after the start of the semester in order for the transfer to be completed. It is your responsibility to do this. **You will be considered out-of-status if you do not complete this final step of your transfer.** Your I-20 must say “Continued attendance” under item # 3.

Note: All students who have completed fewer than 12 credit hours in the US 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 excepted 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