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. Current Bank Statements showing at least $19,102 (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 Request Form signed by DSO at current school

☐ 7. Proof of English Proficiency TOEFL 500 (PBT), 173 (CBT), 61 (iBT), IELTS 5.0 or Advanced Level II from IELC, One year US high school, or 12 credits with GPA 2.0 or higher at a US college/university

☐ 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 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