Transfer F-1 Admission Checklist

for F-1 international students transferring to Butler

Transfer Admission Deadlines			
Semester	Fall	Spring	Summer
Deadline	August 1	1st Monday of January	May 15

IMPORTANT: All of items #1 – 10 must be submitted by the admission deadline. Item #11 $75 non-refundable processing fee must be paid within 1 week of 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 $17,785 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. Housing Statement** stating where you intend to live while attending Butler
- ☐ **11. $75 non-refundable processing fee** Paid at Butler Student Accounts, after admission documents are approved

After Admission

- ☐ **12. SEVIS Release** Your SEVIS record must be released to Butler by your current school. Your current school may require additional paperwork.
- ☐ **13. Receive an I-20 from Butler** 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.

Email: international@butlercc.edu ● Phone: (316) 322-3230 or (316) 323-6241 or (316) 323-6255
International Student Office ● Butler Community College ● 901 S Haverhill Rd ● El Dorado, Kansas 67042

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