

The Graduate School  
1501 W. Bradley Ave.  
Peoria, IL 61625

**BRADLEY**  
UNIVERSITY

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**Transfer Authorization Form**  
**For International (F-1) Students Transferring to Bradley University**

**Instructions:** Complete this form only if, 1) you have an F-1 visa and are transferring from a U.S. institution, 2) you have received an admission letter from Bradley University, and 3) you have decided that you will attend Bradley University. As part of the transfer process, the authorization below must be completed by your current International student Advisor or Designated School Official (DSO), and returned to Bradley at the address listed below. You must complete Part I of this form and take it to the current DSO to complete Part II. **Note:** Once your current institution releases your SEVIS record to Bradley, only Bradley will have access to your SEVIS record. See the second page to this form for complete transfer instructions, "Transfer Procedures for International (F-1) Students".

**Part-I: To be completed by the student:**

**Name:** \_\_\_\_\_  
Surname/Family/Last First/Given Middle Maiden/Other

**Telephone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Country of Birth:** \_\_\_\_\_ **Citizenship:** \_\_\_\_\_

**Degree sought at Bradley University:** ☐ Bachelor's ☐ Master's ☐ Doctor of Physical Therapy

I hereby authorize my current DSO or International Student Advisor to provide the information requested in Par-II of this form and to release my SEVIS record to Bradley University.

**Students Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Part-II: To be completed by the International Student Advisor or Designated School Official:**

- Dates of attendance at your institution: From \_\_\_\_\_ to \_\_\_\_\_. Circle term last enrolled: Fall/Spring/Summer.
- Is the student currently "in status"? Yes ☐ No ☐. If no, date reinstatement application was filed? \_\_\_\_\_
- Date student completed or terminated studies: \_\_\_\_\_
- Has the student pursued a full course of study at your institution? Yes ☐ No ☐
- Would the student be permitted to continue or return to your institution? Yes ☐ No ☐ If no, please attach explanation.
- Authorized Employment:
  - Past Curricular Practical Training: ☐ Full-time ☐ Part-time; Dates of employment: \_\_\_\_\_
  - Past/current Optional Practical Training: ☐ Full-time ☐ Part-time; Dates of employment: \_\_\_\_\_

**Students SEVIS ID Number:** \_\_\_\_\_ **Transfer Release Date:** \_\_\_\_\_

**Name of DSO** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Institution** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Please return: 1) one copy of the completed form to the Multicultural Student Services Office, Bradley University, 1501 W. Bradley Ave. Peoria, IL 61625 and 2) one copy to The Graduate School, Bradley University 1501 W. Bradley Ave. Peoria, IL 61625.

## TRANSFER PROCEDURE FOR INTERNATIONAL (F-1) STUDENTS

1. Apply for admission to the Graduate School following normal procedures. You must first be admitted to the Graduate School before it is necessary to complete the following procedures.
2. Inform the International Student Advisor (or Designated School Official) at the institution you are currently attending of your intention to transfer to Bradley University.
3. Ask your International Student Advisor (or Designated School Official) to complete the Bradley form entitled: “**Transfer Authorization Form for F-1 Students Transferring In to Bradley University**” and to forward it to the two addresses indicated on the bottom of the form.
4. Provide the Graduate School at Bradley University with the following items:
  - Your current US address, phone number and e-mail address
  - A copy of your current SEVIS I-20
  - A copy of your passport identification, visa pages and I-94
  - New financial certification documents as explained on the Bradley “Financial Information and Certification Form” available at [www.bradley.edu/academics/grad/forms/fincert.pdf](http://www.bradley.edu/academics/grad/forms/fincert.pdf)
  - Your final, official transcript from the university you are currently attending, when available
5. Request your current International Student Advisor (or Designated School Official) to designate you as a “transfer out” student in SEVIS and to notify us when this process has been completed.

After you have finished steps 1-5 above and your eligibility for an I-20 is determined, a transfer SEVIS I-20 will be mailed to you.

The transfer process is finalized only after you have reported to our Graduate School and Multi Cultural Student Services offices, and registered for classes at Bradley.

If you have questions about the transfer procedures, contact your current International Student Advisor or our office, the Graduate School at: 309-677-2375.