**Thank you for choosing City College at Montana State University Billings (CC-MSUB) to continue your studies!**

**All new international students are required to check-in with the Office of International Studies (OIS) prior to the start of their first semester at CC-MSUB.** The check-in process happens during the International Student Orientation Program, the dates of which are listed on your MSUB acceptance letter.

Your immigration document is NOT ENCLOSED because you have indicated that you are currently in legal immigration status in the United States and you MUST take the additional steps before we can issue your Form I-20   
or DS-2019.

* If you are currently in F-1 VISA STATUS, follow the instructions in BOX A.
* If you are currently in any other visa status, contact OIS directly.

**BOX A: F-1 STUDENTS TRANSFERRING TO MSUB**

If you are in lawful F-1 status and are completing or leaving your current institution, or authorized for Optional Practical Training (OPT) and have decided to further your studies at City College at Montana State University Billings (CC-MSUB), then you **must** complete the F-1 transfer process. The transfer process is initiated by your current institution and is completed by MSUB.

**ELIGIBILITY**

* Student **must** be maintaining legal F-1 status
* Student **must** notify MSUB of intention to transfer (*see attached* *Transfer-In Form*)
* You **must** transfer to MSUB in the semester admitted. If you are unable to attend in the semester admitted, contact OIS

**TRANSFER PROCESS**

1. Request the transfer of your SEVIS record from your current institution to CC-MSUB  
   (**SEVIS Program ID#: HEL214F00056002**)
2. Complete the attached CC-MSUB *Transfer-In Form*
3. OIS will issue a “Transfer Pending” Form I-20 after your current institution has released your record in SEVIS. If you are outside the U.S., then you must enter the U.S. with your “Transfer Pending” Form I-20, along with your valid Passport and valid U.S. Visa.
4. Transfer students must report to OIS within 15 days of the program start date to complete their SEVIS record check-in.
5. Once checked-in, OIS will notify you via email that your “Continued Attendance” Form I-20 has been

processed and must be picked up with 1 week of receiving the email.

**TRAVEL and TRANSFER**

If you intend to travel outside the United States after you have transferred out of your current institution and before you begin your studies at MSUB, you **must** re-enter the Unites States on your “Transfer Pending” Form I-20 issued by MSUB. When your “Transfer Pending” Form I-20 is ready, OIS will notify you via your email with detailed instructions on mailing your I-20.

**This Transfer-In form must be completed before we can issue you an I-20 from City College at Montana State University Billings (CC-MSUB).**

**INTERNATIONAL STUDENT**

Please complete Section A of this form, then the international student advisor at your current institution **must** complete Section B.

You **must** also provide your current institution with a copy of the letter of admission from Montana State University Billings (MSUB) Office of Admissions. Your MSUB Form I-20 cannot be issued until your current institution has released your SEVIS record to CC-MSUB.

**SECTION A**

**This section to be completed by the international student**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Last Name: | | | First Name: | | | Middle Name: | |
| Date of Birth: | | Email: | | | | | Phone: |
| Current Mailing Address: | | | | | | | |
| City: | State: | | | Zip Code: | Country of Citizenship: | | |
| Semester and Year you will begin study at MSUB  Fall  Spring  Summer Year: | | | | | | | |
| Do you have any dependents (F-2 status) that will accompany you to MSU?  Yes  No | | | | | | | |

**I authorize the information requested below, along with my SEVIS record be released to Montana State University Billings.**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**SECTION B**

**This section to be completed by the current institution’s International Advisor or DSO/ARO**

|  |
| --- |
| **ATTENTION:** The student named above has requested transfer to City College at Montana State University Billings (CC-MSUB). Your assistance is appreciated in completing Section B below and returning this form by fax or email. **The CC-MSUB School/Program Code is: HEL214F00056002 (Montana University System).** |

|  |  |  |  |
| --- | --- | --- | --- |
| Institution Name: | | | |
| SEVIS Release Date: | | SEVIS ID Number: | |
| Student’s nonimmigrant status?  F-1  J-1 | | Current program/level: | |
| To the best of my knowledge, the student in valid immigration status.  Yes  No | | | |
| What date did the student last complete study at your institution? Month: Year: | | | |
| Any authorized Reduced Course Load:  Academic  Medical  Last Semester | | | |
| Please indicate any CPT/OPT dates granted to this student:  F-1 CPT (  Full or  Part-time)  F-1 OPT  Dates: | | | |
| Relevant comments about this student: | | | |
| DSO/ARO Name: | Email: | | Phone: |

DSO/ARO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_