



**Transfer Verification Form**  
**For International Students in F-1 Status**

*Please complete Section 1 yourself. Ask the International Student Advisor at your school to complete Section 2. Please return the form to The Putney School as soon as possible. (See instructions and address on the reverse side.)*

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**Section 1: TO BE COMPLETED BY THE STUDENT**

family name: \_\_\_\_\_ given name: \_\_\_\_\_

*note: Your name here should match your name as written on your passport.*

I give permission for the information requested below to be sent to The Putney School.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Section 2: TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL**

The above student has been admitted to The Putney School. In accordance with federal regulations, we request that you confirm the student's status at your school so that we can process a transfer in SEVIS.

1. What is the student's **SEVIS ID Number**? \_\_\_\_\_
2. What is the student's **Transfer Release Date**? \_\_\_\_\_
3. To the best of your knowledge, is this student currently **in status**?    **Yes** \_\_\_    **No** \_\_\_
4. If "no", please explain: \_\_\_\_\_

\_\_\_\_\_  
Name of DSO (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name and location of institution

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
email address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## **F-1 STUDENT TRANSFER VERIFICATION INSTRUCTIONS**

If you are transferring to The Putney School from another school in the United States where you are in F-1 visa status, you must follow the steps below to transfer from your current school to The Putney School.

1. Notify the school you currently attend that you intend to transfer to The Putney School. Ask the International Student Advisor to:
  - a. Enter your intent to transfer to ***The Putney School*** into the SEVIS data base.
  - b. Enter your ***Transfer Release Date*** into the SEVIS data base. This date will be after your last day at your current school.
  - c. Complete the ***Transfer Verification Form*** on the other side of this paper.
  
2. Before we can send you a new I-20 from The Putney School, we must have the following documents:
  - a. A photocopy of the front page of your passport
  - b. A photocopy of your current I-20 form
  - c. The completed ***Transfer Verification Form*** (on the other side of this paper)
  - d. The signed enrollment contract
  - e. The enrollment deposit
  - f. Financial documentation (demonstrating your family's ability to pay the tuition costs)

We will send you your new I-20 as soon as we receive all the items listed above, and after the ***Transfer Release Date*** entered into the SEVIS system by your current school.

*Please return this form to:*

Ms. Libby Holmes  
International Student Office  
The Putney School  
Elm Lea Farm  
Putney, Vermont 05346 USA

Tel: 802-387-6233

Fax: 802-387-6278

Email: [lholmes@putneyschool.org](mailto:lholmes@putneyschool.org)

*If you have any questions, please do not hesitate to call or email.*