

## I-20 TRANSFER PROCESS:

### A step-by-step guide on what to do to transfer your F-1 visa sponsorship (I-20) to MICA:

1. Gain Full Admission to MICA
2. Complete and return the following documents: *(all forms can be printed from the MICA website by going directly to <http://www.mica.edu/ADM/forms>)*
  - a. Immigration Information form *(suggested, but not required, that you send this document at the time of application)*
  - b. International Student I-20 Transfer form – complete the front and have your International Student Advisor complete back. *Submit a photocopy of your current I-20 with this form.*
  - c. Financial Statement:
    - i. Affidavit of Support and/or Certificate of Finances
    - ii. Official Bank Statement
3. Complete and return the Declaration of Intent form indicating your decision to attend MICA along with your Tuition Deposit check of \$450 USD by the Candidate Reply Date. Undergraduate candidates should reply by May 1<sup>st</sup> for freshman and May 21<sup>st</sup> for transfer students. Candidate Reply Date for graduate students is program-specific and is indicated on materials enclosed with the letter of acceptance.
4. Communicate to your International Student Advisor that you plan to attend Maryland Institute College of Art and would like your I-20 to be transferred. (Be prepared to show them your MICA Acceptance letter)
5. Your student advisor will transfer your sponsorship in SEVIS (Student Exchange and Visitor Information System) from your current institution/school to MICA. They will set a “release date” for this transfer to take affect.
6. Once you are released, MICA will generate and mail you a new I-20 reflecting your “transfer” status.
7. If you leave the country, use the new I-20 to reenter, if you stay in the US, simply keep the new I-20 with you at all times.
8. Once you arrive on campus you MUST report to the Office of International Student affairs within 15 days of the start date stated on your I-20.
9. The MICA International Student Advisor will register you in SEVIS and complete your transfer. You will be printed a new I-20 reflecting your “active” status.

*(Please retain a copy for your records)*

## I-20 Transfer Release Form for F-1 International Students

### STUDENT

If you are an F-1 student who has attended school in the U.S. within the last five months, you should submit this form as part of the process to obtain an I-20 from MICA. Please write your name and sign below, then give this form and a copy of your MICA acceptance letter to the international student advisor at your current (or most recent) school. This form is only required once you have decided to attend MICA.

Note: Please remember to visit the International Affairs office at MICA within two weeks of the start of classes in order to obtain a second MICA I-20 indicating "continued attendance" at item 3. This will complete your I-20 transfer process.

**I request that my SEVIS record be transferred to MICA.**

\_\_\_\_\_  
Name (family name, given name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### INTERNATIONAL STUDENT ADVISOR

The student named above has been admitted to the Maryland Institute College of Art for the upcoming semester.

SEVIS transfer release date: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

**Please mail or fax this form to:**  
Maryland Institute College of Art  
Office of Undergraduate Admission  
1300 Mount Royal Avenue Baltimore, MD 21217 USA  
Phone: 410-225-2222 Fax: 410-225-2337 E-mail: admissions@mica.edu