



CENTER FOR INTENSIVE ENGLISH STUDIES  
**TRANSFER FORM**

**TO BE COMPLETED BY STUDENT**

Student's Name: \_\_\_\_\_

SEVIS ID No.: N\_\_\_\_\_

U.S. Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

I intend to transfer to the Center for Intensive English Studies for the \_\_\_\_\_ session/20\_\_\_\_.

Will you leave the U.S. before attending CIES? Yes\_\_\_\_\_ No\_\_\_\_\_

*If "Yes", please contact our office for further instructions.*

I hereby grant permission for the information requested to be made available to CIES.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY SEVIS DESIGNATED SCHOOL OFFICIAL** (Please circle all that apply)

Yes No The student is in good academic standing. The last day of the last session attended was: \_\_\_\_\_.

Yes No The student is in good status and is/has been pursuing a full course of study.

Yes No The student's overall attendance is at an acceptable level.

Yes No The student is out of status and requires reinstatement of his/her SEVIS record.

Yes No The student is being released and must transfer due to low attendance, academic progress, and/or disciplinary issues.

Additional information: \_\_\_\_\_

Date Student is to be released in SEVIS: \_\_\_\_\_

\_\_\_\_\_  
Name and Title of Designated School Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code / Telephone Number

*Note: When transferring a student in SEVIS, you will find CIES by typing in "Florida State University". Two options will appear; select the FSU-Center for Intensive English Studies (MIA214F00074001).*