



## Instruction Sheet

### Who should complete this application?

All international students who have been accepted into the Global Pathways program at Northeastern University and intend to transfer from another U.S. educational institution, or are on a period of Post-Optional Practical Training or Academic Training in F-1 or J-1 status.

### How do I complete this application?

This application is divided into two parts. **Part I** should be completed by the student and **Part II** by the International Student Advisor of the school where the student currently attends or has previously attended.

### Is there anything I should know before completing this application?

- Students cannot be issued a certificate of eligibility (I-20 or DS-2019 form) from Northeastern until this form is completed and the release date on her/his SEVIS record has passed. The International Student & Scholar Institute (ISSI) will send a new “Pending Transfer” I-20 form or DS-2019 to the address listed on the student’s DCF form.
- International students should arrive on campus no later than the program start date on their new I-20 or DS-2019 form and report in person to the ISSI during scheduled Immigration Clearance sessions. Only at that point, will the student’s transfer to Northeastern be activated in SEVIS.
- If a student needs to travel overseas and plans to return after the SEVIS release date, please be aware that he/she must be in possession of an I-20 or DS-2019 issued by Northeastern University. If the student is planning on travelling during this time frame, they must inform the Global Pathways office.

### Where do I submit this application?

After both parts of the form have been completed and signed, the application must be submitted, either by mail or fax, to the Global Pathways office at Northeastern University using the information provided on page two of the application.

### What else do I need to submit with this application?

In addition to submitting this form with all copies of supporting documents, the student must submit their signed and completed DCF form (originals only, no copies) which is enclosed with this application, including all original supporting documents, to the Global Pathways office at Northeastern University.

### After submitting this form and DCF, what can I expect to receive next?

After both the DCF and this form have been submitted and processed successfully, the Global Pathways office will send the student their Welcome Letter, Certificate of Eligibility (I-20), and important Global Pathways Orientation information. Please note that during orientation, students are **required** to attend an Immigration Clearance session at the ISSI to complete enrollment and fulfill immigration requirements. The Global Pathways office will inform students when they should attend the appropriate Immigration Clearance session.





IMPORTANT: Please review the attached Instruction Sheet prior to completing this application

**PART I: Student Personal Information - To be completed by the transferring student (print legibly or type)**

**Name:** \_\_\_\_\_  
Last or Family First or Given Middle

**Your Current U.S. Address (required):**

\_\_\_\_\_  
Number Street Apt

\_\_\_\_\_  
City State ZIP

**Email Address:** \_\_\_\_\_ **Telephone:** (\_\_\_\_\_) \_\_\_\_\_

**Semester you intend to start Global Pathways:**  January  May  September Year: \_\_\_\_\_

**Pathways Program Sought:**  Undergraduate  Post-Graduate Program: \_\_\_\_\_

**Please be reminded that transferring your SEVIS record during a period of authorized Practical training (OPT) will cancel your employment authorization as of the SEVIS release date.**

**IMPORTANT: make sure that you have submitted the following documents as part of your Northeastern Global Pathways Application:**

1. Copy of the biographical page of your passport
2. Copy of both sides of your I-94 card
3. Copy of all previous I-20s from your current and previous institutions
4. Copy of your Employment Authorization Document (EAD card) or Academic Training authorization letter (if applicable)
5. Declaration and Certification of Finance Form (DCF), including financial documents

***Please read and sign the following statement:***

*“I give permission to release the information requested to Northeastern University.  
I confirm that I have been accepted into the above described program of study.”*

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please note that without your signature the ISSI will not process your request for transfer



**PART II: To be completed by the International Student Advisor (PDSO/DSO, or RO/ARO) at current/previous school/college**

The student named on page one has notified us of his/her intent to transfer to Northeastern University. In accordance with current immigration regulations, we request that you confirm her/his status at your institution and eligibility for transfer. Thank you for your assistance.

**Student's Name:** \_\_\_\_\_ **SEVIS ID #** \_\_\_\_\_

Visa Type:  F-1  J-1      Expiration of Certificate of Eligibility (I-20 or DS-2019 form): \_\_\_\_\_

Currently attends       Last Attended       Never Attended

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

\_\_\_\_\_  
Address

From \_\_\_\_\_ To \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

I-94 # : \_\_\_\_\_ Expiration date of I-94 card:  D/S      Other: \_\_\_\_\_  
mm.dd.yyyy

**Date of completion or expected completion of study:** \_\_\_\_\_  
mm/dd/yyyy

**Has the student been authorized for:**  Optional Practical Training (OPT) or  Academic Training?

**Please list any periods of Optional Practical Training or Academic Training:** \_\_\_\_\_

To the best of your knowledge, is this student currently maintaining status under USCIS regulations:  Yes  No

The student *is* eligible to transfer       The student *is not* eligible to transfer

If not, please explain: \_\_\_\_\_

► **SEVIS Transfer Release Date:** \_\_\_\_\_  
mm/dd/yyyy

- Please note that for an F-1 SEVIS transfer, the school code for Northeastern University is **BOS214F00257000**.
- Northeastern University's J-1 program number is **P-1-03057**.

**Please do NOT complete or terminate the SEVIS record if the student is eligible to transfer.**

\_\_\_\_\_  
Student Advisor's Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Student Advisor Name and Title (Please Print)

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

►► **WHEN PART II IS COMPLETE, PLEASE RETURN THIS FORM BY FAX OR MAIL TO THE FOLLOWING ADDRESS** ◀◀

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