



**ENGLISH** as a Second Language

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## INTERNATIONAL LANGUAGE INSTITUTE, MD

A DIVISION OF TRANSEMANTICS, INC.  
26 NORTH SUMMIT AVE  
GAITHERSBURG, MD 20877

PHONE: (301) 527-0600  
FAX: (301) 527-1128

## TRANSFER PROCEDURE FOR F-1 STUDENTS

### Transferring to the International Language Institute, MD, from a different school:

Before the International Language Institute, MD, is able to issue a new Form I-20 (*Certificate of Eligibility for Nonimmigrant (F-1) Student*) for a student transferring to the International Language Institute, MD, the student must

- notify present school of the intent to transfer
- receive release date from present school
- be admitted to the International Language Institute's Intensive Program
- give ILI, MD's letter of admission to the advisor at the current school
- give ILI, MD's Transfer Form to the advisor at the current school
- complete and submit the documents listed below to the School Director

### DOCUMENTS

1. Intensive English Program Application (online or paper)
2. Financial documentation in the form of bank statements, letter from a sponsoring agency, or affidavit of support.  
*You must submit a recent bank statement (less than 3 months old) as well as a letter of support from your sponsor, if applicable. We cannot accept letters from accountants in place of a bank statement.*
  - a. Bank statements from banks must include the name on the account, the date the account was opened, and the current balance.
  - b. You may submit more than one bank statement to document multiple accounts.
  - c. All documents must be translated into English and amounts shown in US dollars.
3. Copy of valid passport with expiration date, visa, and US admission stamp.
4. Copy of previous I-20.
5. ILI, MD's Transfer Form, completed by the advisor at your current school

### PAYMENTS

1. Application Fee \$75.00

### Transferring from the International Language Institute, MD, to a new school:

- Release date will coincide with the last date of the student's final session.
- Student must request transfer in writing and include the name of the new school.
- Provide us with a copy of the acceptance letter from the new school.