



INTERNATIONAL LANGUAGE INSTITUTE, MD

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

ENGLISH as a Second Language

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TRANSFER PROCEDURE FOR F-1 STUDENTS

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

Before the International Language Institute, MD, can 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 Intensive English Program (20 hours per week)
- request a letter of admission from the International Language Institute, MD, including start date, for the current school
- complete and submit the documents listed below to the Designated School Official (DSO)

DOCUMENTS

1. The Intensive English Program Application (online or on 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 front and back of the I-94 Form.

PAYMENTS

1. Non-Refundable Application Fee \$100.00

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.
- Student must be in good financial standing.