

# HONOLULU COMMUNITY COLLEGE

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University of Hawaii

## PROCEDURES FOR TRANSFER OF SCHOOLS FOR INTERNATIONAL STUDENT

### ELIGIBILITY CRITERIA

1. Bona-fide nonimmigrant student.
2. Enrolled as a full-time F-1 student at school last authorized to attend.

### PROCEDURE

1. Inform present college of intent to transfer.
2. Submit the Honolulu Community College (HCC) application including all other admission documents required for acceptance review.
3. Submit \$25.00 Non-Resident Application Fee.
4. Have the attached Verification of Enrollment completed by the school currently authorized to attend.
5. Return the completed Verification of Enrollment with a copy (front and back) of the current I-20 to the Admissions Office at HCC.
6. Following acceptance to HCC complete the arranged assessment in mathematics and English (placement test or transcript evaluation).
7. Register at HCC in a full course of studies (at least 12 credits).
8. Within the first 15 days of enrollment at Honolulu Community College, present proof of health/medical insurance.

### INS NOTIFICATION

Honolulu Community College will (a) prepare the new Form I-20 and return the student copy, (b) the student notifies INS Data Collection Service of the transfer, and (c) the student informs the previous school of the transfer. This will complete the notification procedure.

NOTE: If planning to leave the United States temporarily, upon return present the new I-20 at the port of entry. The F-1 visa, the stamp placed in the passport by a U.S. Consular official, must be valid for entry. Expired visa must be revalidated at the American Embassy or Consulate. At the port of entry, the INS Inspector will endorse the new I-20 form. This will also complete the notification procedure.

If you have any questions, please contact the Honolulu Community College Admissions Office at (808) 845-9129.

**Verification of Enrollment for International  
Student Requesting School Transfer**

Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Last Name First Name

Country of Citizenship \_\_\_\_\_

I last attended the following school as a full-time F-1 student:

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
School Address

from \_\_\_\_\_ to \_\_\_\_\_.

I authorize the release of my enrollment information to:  
University of Hawaii - Honolulu Community College.

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

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Official Use Only (completion by the student's current school)

Enrollment Dates:

From \_\_\_\_\_ To \_\_\_\_\_ Fulltime: Yes  No  Check one

Student SEVIS ID: \_\_\_\_\_ Release Date: \_\_\_\_\_

I certify that the above name student has maintained status as a bona fide F-1 student and is eligible to apply for admissions and transfer to University of Hawaii - Honolulu Community College.

\_\_\_\_\_  
Name of Certifying Official Title School Name

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

PHONE: \_\_\_\_\_ E-mail address \_\_\_\_\_

Return form to: Admissions Office  
University of Hawaii - Honolulu Community College  
874 Dillingham Blvd.  
Honolulu, Hawaii 96817

If you have any questions, please contact the Admissions Office at (808) 845-9129 or e-mail admissions@hcc.hawaii.edu