



Cultural Center for Language Studies

Fluency in Languages

HOW TO TRANSFER TO CCLS FROM ANOTHER SEVP-APPROVED SCHOOL

F-1 students who are currently in the U.S. studying at a different SEVP-approved school, may request to transfer to CCLS New Jersey. To transfer to CCLS New Jersey, students must do the following:

1. Apply to our Intensive English Program (IEP) by filling out an [Application for Admission](#) form on-line.
2. Pay a non-refundable application fee.
3. Fill out and sign a [Financial Certificate Form](#) and gather the required supporting evidence.
4. Upload the following documents:
 - Copy of the identification page of your passport.
 - Copy of valid student visa (or Form I-797 if the student previously changed status).
 - Copy of current, valid I-20 (expired I-20s will not be accepted)
 - Copy of I-901 fee payment receipt (there is no need to pay a new fee)
 - Financial certificate form, signed by the student.
 - Evidence of financial resources to pay for tuition and other expenses while in the US.

Within 48-72 hours (2-3 business days) of receiving the complete documentation, CCLS New Jersey will determine whether you are eligible to transfer to our program, in which case you will be issued a letter of acceptance and a transfer form. You will then need to fill out the form and submit it to the DSO of your current school along with the letter of acceptance, who will contact CCLS's DSO to coordinate the transfer details and a transfer release date.

If the transfer is approved, CCLS New Jersey will issue you a new I-20 form, and you must be prepared to start classes on the date indicated on the new I-20. The whole process must be completed before the current program end date stated on your current I-20.