



NORTH DALLAS ADVENTIST ACADEMY

Authorization for F-1 Student School Transfer

Section A: To Be Completed by the student

Student Name, DOB, Sevis #, Country of Citizenship, Country of birth, Date

Section B: To Be Completed by the International Student Advisor (P/DSO)

The above-named student has informed us of his/her intent to transfer to our school and has been accepted into the program of his/her choice. If the student is eligible to transfer, please mark the Transfer Out Date in SEVIS as your program end date or the date that the student requests, whichever is earlier. Please complete this form and the SEVIS transfer, attach a copy of the student's current 1-20, and fax it to the school at (972) 234-6325.

Please release the student's record to Texas Conference of SDA North Dallas Adventist Academy DAL214F01155001

Dates of Attendance: TO, Program end Date: SEVIS RELEASE DATE:

To the best of my knowledge this student is eligible for transfer to North Dallas Adventist Academy. YES: NO: If no, Please explain:

Name of School, Address of School, Phone, INS School File# 214F

NAME OF DSO, Signature, Date

## **Instructions for F-1 Students Transferring to North Dallas Adventist Academy**

In order to transfer your F-1 Student status from your current/previous school to North Dallas Adventist Academy (NDAA), you must do the following:

1. Have your current/previous school complete the attached transfer form and return it to NDAA office.
2. Bring a copy of your current I-20, passport, visa, and I-94 card to the school office, along with the signed copy of the “Authorization for F-1 Student School Transfer” form.

Please note: F-1 School transfers must be completed within the first 15 days of the semester.

If you leave the United States prior to arriving in Dallas, TX, you should re-enter the U.S. using NDAA I-20 form. *Please let us know if you will be traveling outside of the US before beginning your studies at North Dallas Adventist Academy so that we may provide you with a temporary transfer-pending I-20 before you leave.* When you arrive in Dallas – TX, you need to bring your passport, I-94 card and your old student visa for travel as long as it’s still valid.

If you have any questions about the transfer process, please contact the International Students Coordinator:

Melonie Wolfe  
Designated School Official  
North Dallas Adventist Academy  
302 Centennial Boulevard  
Richardson, TX 75081

E-mail: [office@ndaacademy.org](mailto:office@ndaacademy.org)  
Phone: (972) 234-6322  
Fax: (972) 234-6325