



VERIFICATION OF ENROLLMENT
(For International Student Requesting School Transfer)

Student: This form is required if you are currently attending any school in the United States to confirm that you are in full time status. Complete **Section A** of this form, then take it to your International Student Advisor to complete **Section B**. **This form needs to be turned in by June 15 for the Fall term or November 1 for the Spring term.**

SECTION A: to be completed by the student

Student's Name: _____
Last First Middle

Birthdate: ___/___/___ Phone: _____ E-mail: _____

I plan on attending HCC beginning (circle one): Fall Spring Summer Year: _____

I authorize release of my information to HCC: _____
Signature Required

SECTION B: to be completed by the International Student Advisor of the school the student is currently attending.

The international student named above intends to transfer to Honolulu Community College. School code: **HHW214F00242000** (to find us in SEVIS, type: *Honolulu*)

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: _____

Name of Institution: _____

School Address: _____

Signature: _____ City State Zipcode Date: _____

Phone: _____ E-mail: _____

Any Comments:

Please email, mail or fax form to: Admissions Office
Honolulu Community College
874 Dillingham Blvd.
Honolulu, HI 96817
(808) 847-9829 fax
honcc@hawaii.edu

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

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.

PROCEDURES

1. Inform present college of intent to transfer.
2. Submit the Honolulu Community College (HCC) system application, including all other admission documents. For a listing of required documents, please see our website at www.honolulu.hawaii.edu/international
3. Submit \$25.00 (US) non-refundable application fee (unless transferring from a UH System school including UH-Manoa, UH-Hilo, UH-West Oahu, or any community college in Hawaii).
4. Complete SECTION A of this form, then submit it to the school you are authorized to attend.
5. Request that the school **email, fax or mail** the completed form back to Honolulu Community College.
6. Honolulu Community College will prepare the transfer form I-20 to be mailed with the official acceptance letter.
7. Following acceptance to HCC, meet with an academic counselor for assistance in selecting courses and registering for classes.

NOTES:

If planning to leave the US temporarily, please provide the Admissions Office with the address you would like your I-20 mailed to. Upon your return to Hawaii, present HCC's I-20 at the port of entry. The F-1 visa (the stamp placed in the passport by a US Consular Official) must be valid for entry. Expired visas must be revalidated at the American Embassy or Consulate. At the port of entry, the Immigration Officer will endorse the new I-20.

Payment of the SEVIS fee is NOT required for students transferring between institutions.

If you have any questions, please contact the Honolulu Community College – Admissions Office at (808) 845-9129 or honcc@hawaii.edu