

# REQUEST FOR INFORMATION ON F-1 TRANSFER STUDENT

NORTH CENTRAL MICHIGAN COLLEGE

1-888-298-6605

TO: International Student Advisor at: \_\_\_\_\_

RE: Student: \_\_\_\_\_

INS Admission Number: \_\_\_\_\_

This student is applying to North Central Michigan College for \_\_\_\_\_  
Semester Year

To complete the INS transfer process, we would like to verify that the student was in valid F-1 status at your school in the term preceding the transfer or preceding an authorized vacation. Please indicate below if you can certify the status of this student, including any certifications of full course of study you may have granted under the regulations. If not, any information you can provide in support of a request for reinstatement to student status would be of great help. You will find the student's release of information authorization below.

Best regards,

**Melissa Colby, International Student Advisor**

*Student Privacy Release – I hereby authorize the Designated School Official at my former school to provide the information requested to North Central Michigan College.*

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*Date*

\_\_\_\_ I certify this student is in lawful status under the INS regulations.

\_\_\_\_ I am unable to certify lawful status for the following reason:

Has the student participated in any Optional Practical Training? \_\_\_\_ Yes \_\_\_\_ No

My school is on a \_\_\_\_ Semester \_\_\_\_ Quarter \_\_\_\_ Tri-semester system.

\_\_\_\_\_  
**Designated School Official Signature**

\_\_\_\_\_  
**Date**

**Return Completed form to:** International Student Advisor  
North Central Michigan College  
1515 Howard Street  
Petoskey, Michigan 49770  
Or Fax 231-348-6672