## TRANSFER

## **CHECKLIST**



- Bank Statement issued within 45 days of submission, with a minimum balance of
- \$13,080 (IL) / \$13,880 (MA) for Business Career Program \$12,760 (IL) / \$13,560 (MA) for Business Career Program - Digital Multimedia Concentration
- \$13,200 (IL) / \$13,400 (MA) for Customer Service Specialist Program \$15,400 (IL) for Healthcare Career Program \$14,360 (IL) / \$14,160 (MA) for Networking Career Program
- Form I-134, if sponsor is in USA (https://www.uscis.gov/sites/default/files/files/form/i-134.pdf)
- International Student Financial Sponsor Form, if sponsor is not in the USA CSI provides this form
- Birth Certificate, if sponsor is applicant's parent
- Marriage Certificate, if sponsor is applicant's spouse

## If Applicable

- 1-797A
- Copy of Both Sides of EAD Card(s)
- **Externship Documents** 
  - Externship Verification
  - Externship Packet
- For Each Dependent
  - Passport/Visa
  - I-94
  - All I-20s
  - Birth/Marriage Certificate
  - Additional \$3,000 must be shown in the bank statement for each dependent

All Documents Must be in English or Have Signed Translations



## **APPLICATION PROCESS**

1	Submit all documents listed in the checklist
2	Pay non-refundable transfer fee
3	Take placement test at CSI (if applicable)
4	Have current school complete and submit the Transfer Eligibility Form to CSI
5	Once all documents are submitted, CSI will issue an Acceptance Letter
6	Submit (or have CSI submit) Acceptance Letter to current school
7	Original school releases SEVIS record to CSI
8	Enroll, pay tuition and fees

