Transferring to the University of Cincinnati from ELS

Congratulations on your admission to the University of Cincinnati. This handout has been developed to guide you in transferring to UC.

**Step 1: Receive an “Unconditional Admission” from the University**
- Complete ELS level 112 (or obtain the appropriate TOEFL or IELTS score) and all other conditions of your admission.
- Contact the appropriate admissions office to receive your University acceptance letter.
- Accept (Confirm) the offer of admission. Your letter of admission should have included instructions for accepting the admission offer.

**Step 2: Provide Proof of Financial Support**
- Submit financial documents to us directly through your iStart record. iStart is UC’s international database and we have a pre-arrival checklist of things you must do prior to and immediately following the beginning of your degree program at UC.

Please go to: [https://ioffice.uc.edu/istart/controllers/admission/AdmissionEngine.cfm](https://ioffice.uc.edu/istart/controllers/admission/AdmissionEngine.cfm). You will need to enter your UC ID number, date of birth and PIN number. Next, click on the “Sources of Financial Support” checklist item to upload your financial documents.

1. Complete our Financial Certification Form. Any sponsors that you have must complete page 2. Instructions for completing the form are on our website: [http://www.uc.edu/international/services.html](http://www.uc.edu/international/services.html).
   a. Go to “For F-1 & J-1 Students”
   b. Click on “Instructions for Completing the Financial Certification Form”.
   c. Click on the link listed under “Download & Print the Financial Certification Form”. You will find both forms here.

2. Provide additional documents, such as bank statements, employment letters, and investment information.
   a. Document your sources of financial support for ALL years of your degree program:

<table>
<thead>
<tr>
<th>Undergraduate Degrees:</th>
<th>Graduate Degrees:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate degree</td>
<td>Master’s degree</td>
</tr>
<tr>
<td>2 years</td>
<td>2-3 years*</td>
</tr>
<tr>
<td>Bachelor’s degree</td>
<td>Artist Diploma</td>
</tr>
<tr>
<td>5 years</td>
<td>2 years</td>
</tr>
<tr>
<td></td>
<td>Doctorate (Ph.D.)</td>
</tr>
<tr>
<td></td>
<td>6 years</td>
</tr>
</tbody>
</table>

   *Some programs do have varying lengths, like the one year MBA program or the three-year Master’s program in Architecture.

   b. You must document the following amount for **each year**, based on your program of study:

<table>
<thead>
<tr>
<th>Undergraduate Student:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>$37,848</td>
</tr>
<tr>
<td>Raymond Walters College</td>
<td>$26,931</td>
</tr>
<tr>
<td>Clermont College</td>
<td>$24,792</td>
</tr>
</tbody>
</table>
Graduate Student: $37,731  
Law: $56,247  
MD program: $61,971

c. If you have been awarded a scholarship or a graduate assistantship, you may subtract the amount of the award from the total amount of funding you need to document. 

d. If you plan to use personal funds for any part of support, you must have the personal funds for all years of study. “Personal Funds” is any funding on deposit in your name. For example, a Doctoral student who states that he or she will use $10,000 of personal funds for support would need to document $10,000 x 6 years ($60,000) in order to be issued an I-20. 

e. If you are going to have a sponsor (for example, a family member or friend), you must submit documents (bank statements, income from employment or investments) which show that your sponsor has enough funds for the first year of study, and that he or she will have access to funds for all other years of your degree program. For example, if a sponsor states that he or she will support you for $10,000 per year for a Doctorate degree program, the sponsor must show that he or she will have $10,000 available. The sponsor will not have to show $60,000 ($10,000 x 6 years). 

After you have submitted financial documents, please allow at least 5 business days for UC International Services to review your documents.

Step 3: Transfer of Your SEVIS Record

- Ask ELS to release your SEVIS record.
- Submit a “SEVIS Transfer-In Request” form to the UC International Services Office:
  2. Log in to the “Limited iStart Services” link.
  3. Under “Admission and Orientation”, you will find an eForm called “SEVIS Transfer-In Request”. This eForm will require you to upload copies of your passport, I-20’s, I-94 card. You will need to list Kori Lentes (email: klentes@els.edu) as the current school advisor. She will release your SEVIS record to UC.
  4. If you will travel outside the U.S. before beginning your degree program at UC, be sure to check the box that indicates this.

Step 4: UC International Services Check-in

Once your transfer has been approved, you must complete the “Pre-Arrival Checklist:

2. Under “Limited Services for Students and Scholars”, click the “Limited iStart Services” link. Enter your UC ID number (“M” number) and date of birth.
3. Click the link for “Email Me My Limited Access PIN”. You will receive an email with your access PIN number.
4. Go back to https://ioffice.uc.edu. Click the “Limited Services for Students and Scholars” link again. Enter your UC ID number, date of birth, and access PIN number to log in.
5. Click on the “Admission & Orientation” link.
6. Complete the immigration/visa process with our office and follow the instructions for completing the “Pre-Arrival Checklist”. This is a complete checklist of “things to do”.
Validity of Visa Stamp
If you have a valid F-1 visa stamp in your passport and you are traveling home before enrolling at UC, you DO NOT need to obtain a new visa stamp at the U.S. Consulate/Embassy before returning to the U.S. You only need to obtain a new visa stamp if the expiration date has been reached prior to the date you plan to return to the U.S.
Checklist for Transferring to the University of Cincinnati

Step 1: Admission

____ Apply for admission to the University of Cincinnati
____ Complete all conditions of admission, as listed in the Conditional Letter of Admission
____ Contact the appropriate admissions office to receive an acceptance (admission) letter
____ Accept (Confirm) the offer of admission. Follow the instructions in your admission letter.

Step 2: Proof of Financial Support

____ Download and complete the Financial Certification Form:
   www.uc.edu/international/services Go to “For F-1 and J-1 Students”. Then click on “Preparing for your Visit”. Next, click on “Financial Certification Instructions”. You will see a link called “Download & Print the Financial Certification Form”.

____ If you will have a sponsor (such as a family member or friend), ask that person or persons to complete page 2 of the Financial Certification Form. Please read carefully and follow the instructions for downloading the Financial Certification Form.

____ Submit these forms with bank statements or other documents (such as letters of employment, investments) in PDF format. To do this, go to https://ioffice.uc.edu/istart/controllers/admission/AdmissionEngine.cfm. You will need to enter your UC ID number, date of birth and PIN number. Next, click on the “Sources of Financial Support” checklist item to upload your financial documents.

Step 3: Request a Transfer of Your SEVIS Record

____ Ask ELS to transfer your record in the SEVIS system
____ Submit a “SEVIS Transfer-In Request” form to UC International Services Office

Step 4: UC International Services Check-In

____ Complete the “Pre-Arrival Checklist” that you will find at: https://ioffice.uc.edu/istart/controllers/admission/AdmissionEngine.cfm
To log in, enter your UC ID number, date of birth and PIN number.