

F-1 Transfer Student Admission Guide



Steps to Complete Your Transfer to Greensboro College

Important Notes

- Your current school must verify valid F-1 status and transfer eligibility.
- Students on post-completion OPT must transfer before the 60-day grace period ends.
- Transferring before your OPT end date automatically terminates OPT early.
- NC Driver's License/Permit eligibility may be delayed until SEVIS registration for the first term.

Step 1: Complete Online Application

Submit your application through the Common Application portal (<https://www.commonapp.org/>). Include your personal information, academic history, and program of interest. Make sure all fields are completed accurately before submission.

Step 2: Submit Official Academic Records

Submit college transcript from previous institution. If college/university courses were taken outside the US, you must submit an official course evaluation by an approved National Association of Credential Evaluation Services (NACES) member.

If you have received less than 24 credits at a college or university then you will need to submit your official high school transcript as well.

If you choose to not transfer in any of your previous credit hours from a college or university you have the option to fill out the Waiver of Academic Credit form.

Deans Form: You and the Dean of Students at your previous institution will need to complete the Deans form. Once this is completed upload it to your application portal

Step 3: Submit Immigration Documents

Submit immigration documents (passport photo page) to the application portal (<https://www.commonapp.org/>). If there are dependents seeking F-2 status, then also submit a copy of the current passport information page for each dependent.

Step 4: Submit Proof of English Proficiency

International applicants must demonstrate English proficiency through an approved English proficiency test or language course (see page 4 for complete details of approved testing and course options). Submit official scores directly to Greensboro College. Students from English-speaking countries or those who completed secondary education in English do not require additional proficiency evidence.

Step 5: Complete Affidavit of Financial Support

This document is required for processing your I-20 and often takes the most time to obtain, so do not delay completing this document because your I-20 cannot be processed without the satisfactory completion of this information.

After completion of the Affidavit of Financial Support, submit this affidavit and supporting financial documents to the application link (<https://www.commonapp.org/>) or email it to internationalprograms@greensboro.edu.

Step 6: Pay \$75 International Fee

The Office of International Programs will email you once your application and documents are received and approved for admission. At this point, you need to pay a \$75.00 nonrefundable international fee through paymytuition.com.

Payment link: <https://payment.paymytuition.com/paynow/greensboro> No account or login is required. Select the country you are paying from and enter \$75.00 USD. PayMyTuition will convert this to your local currency. Choose your preferred payment method, complete the form, and follow the instructions. For Student ID, use your passport or government-issued ID (not your GC ID).

For help, PayMyTuition offers 24/7 support:
<https://paymytuition.com/company/contact/>

Step 7: Complete F-1 Transfer Form

Once your application is submitted the Office of International Programs will send you the F-1 Transfer form.

Submit the Greensboro College F-1 Transfer Form signed by you and by a "Designated School Official" at your current school. Your school may require proof of admission to Greensboro College or other paperwork before they release your record. We can provide an admission letter for you if needed.

If you are eligible for transfer to Greensboro College, your current school will release your record in SEVIS. After your record is released to Greensboro College, we will prepare your I-20 and our office will email you once it is ready.

Your Application Process



Contact Information

Office of International Programs

Email: internationalprograms@greensboro.edu

Application Portal: <https://www.commonapp.org/>

Payment Portal: <https://payment.paymytuition.com/paynow/greensboro>

PayMyTuition Support: <https://paymytuition.com/company/contact/>

Application Checklist

- ☐ Complete the Online Application
- ☐ Submit Official Academic Records
- ☐ Submit Valid Immigration Documents
- ☐ Submit Proof of English Proficiency
- ☐ Complete the Affidavit of Financial Support
- ☐ Pay the \$75.00 International Fee
- ☐ Complete F-1 Transfer Form

Additional English Proficiency Testing Information

- Transfer of a college-level English composition or other reading intensive courses with a “B” or equivalent at a regionally accredited U.S. college or university or non-U.S. college or university where instruction is in English is required for admission.
- Successful graduation from an International School or American School outside the U.S where English is the medium of instruction.
- SAT (Evidence-Based Reading & Writing Section)
<https://collegereadiness.collegeboard.org/sat> minimum sub score 480
- ACT (English & Reading Sections <https://www.act.org/> minimum 17 average on the two sections
- Duolingo English Test <https://englishtest.duolingo.com/applicants> minimum score 100
- TOEFL iBT <https://www.ets.org/toefl/test-takers/ibt/about.html> minimum score 77
- IELTS Academic <https://www.ielts.org/en-us> minimum score 6.0
- Cambridge English Assessment <https://www.cambridgeenglish.org/> minimum B1 Level (140 or higher)
- Oxford Test of English <https://elt.oup.com/feature/global/oxford-test-of-english> minimum of B1 level (81 or higher)
- Pearson Express English Test <https://englishexpress.pearson.com/ENG/> minimum score of 76
- Complete and pass the required American Language Academy (in Greensboro, NC) Academic English Level 5 assessment
- Complete EFL 074 and EFL 094 (Level 4) at Durham Technical Community College with an A or B grade.

The test score or grades above must be sent directly from the respective testing center or language program to
internationalprograms@greensboro.edu

If your test scores are below the requirements, then you can email internationalprograms@greensboro.edu for more information and suggestions related to how you can improve your scores.