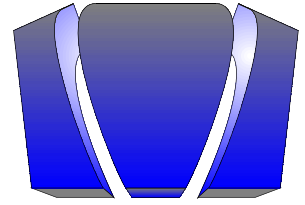


# CAPSTONE

## ENGLISH MASTERY CENTER



PO Box 8795  
Portland OR 97207-8795  
United States of America

(503) 228-6346  
(503) 228-3961 FAX  
info@capstone.org / www.capstone.org

Located at:  
1411 SW Morrison St., Suite 350  
in downtown Portland

## Transfer Clearance

Student Name: \_\_\_\_\_ SEVIS Number: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

I ask my present school, below, to transfer my SEVIS record to Capstone English Center.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by the former school

*(Please consider this form to be Capstone's acceptance of this individual as a student.)*

Transferring Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Voice Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Name \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Student attended this institution from \_\_\_\_\_ to \_\_\_\_\_.
2. Is the student currently "in status"? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If no, please explain circumstances. \_\_\_\_\_  
\_\_\_\_\_
3. Has this student fulfilled all financial obligations to your institution? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If "No," explain: \_\_\_\_\_  
\_\_\_\_\_
4. Has student ever been granted a work permit? \_\_\_\_\_ Practical training or internship? \_\_\_\_\_
5. Have you initiated a SEVIS transfer to Capstone? \_\_\_\_\_ What is the release date? \_\_\_\_\_

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Date