

To Whom It May Concern:

It is my understanding that you are interested in transferring from the IET program to another school. Please be sure to follow IET's guidelines as well as your new school's guidelines during this transfer process. Following are the transfer steps:

- 1) Sign IET's "[Transfer Out](#)" form.
- 2) Complete all application procedures for the new school.
- 3) Obtain an "F-1 Transfer Student Information Sheet" from the new school and give it to me so I can fill it out.
- 4) Obtain an I-20A-B from your new school.
- 5) Sign Item #11 on your new school's I-20A-B.
- 6) Report to your new school.

If you have any questions, please do not hesitate to contact me by phone at 717-606-1708, at the above address, or by email: international_english@iu13.org.

I hope the transfer process goes well.

Sincerely,

The staff of the International English Training Program