



INSTRUCTIONS

How to Transfer TO Learnet Academy:

1. Submit a completed International Student Application.
2. Inform the international advisor at your current school that you are transferring to Learnet Academy. Your international student advisor must complete **Learnet Academy's International Student Transfer Form** and mail or fax it directly to the Learnet Academy International Student Advisor.
3. **Your current or previous school may have its own exit procedure, including its own paperwork unrelated to Learnet Academy's International Student Transfer Form. Do not forget to complete those procedures, or your I-20 processing will be delayed.**
4. Submit a copy of your current I-20 with your International Student Application.
5. After all materials are received, you will receive a letter of admittance from Learnet Academy. This letter will indicate that you may come to the Office of International Student Advisor to pick up your new Learnet Academy I-20.
6. When you arrive at Learnet Academy, you must bring your passport, visa, I-94, Driver's license, and/or Social Security Card to pick up your new I-20.
7. If you will be traveling outside of the United States before you attend Learnet Academy, you will be issued a new I-20 before you leave the U.S. Please notify the Office of International Student Advisor by letter with your departure date, destination, and return date. It is required that you register and complete enrollment procedures before you leave.
8. If you plan on transferring credits from your previous institution, you are required to send an official transcript to the Office of International Student Advisor and Registrar Department.

Special Transfer Topics

Changing Your Mind

If you change your mind and decide not to transfer, it is important to inform the international student advisors at both your current school and Learnet Academy.

Transfer Deadlines and Timelines

If a student completes a course of study, the student is eligible for transfer through the end of the 60-day grace period. If you have any further questions concerning the transfer procedure, please contact:

International Student Advisor
Learnet Academy
(213) 387-4242
operations@learnet.net
