

# Instructions to Fill Out PDF Form

## Web Browsers

- Fill out PDF forms by typing text into fillable fields (a purple message bar indicates presence of fillable fields).
- To sign the PDF form, you can insert a **Digital ID File** by clicking on the signature form field, or insert your **handwritten signature** by selecting **Tools > Sign & Certify > Apply Ink Signature** , and drawing your signature in the signature form field.
- Once you have filled in the appropriate form fields, save PDF to your local computer or print.

## Mobile Devices:

- Open PDF form on any PDF viewing apps available on your device.
- Fill out PDF forms by typing text into fillable fields (depending the available apps on your deceive).
- Use your finger to e-sign any PDF document.

Choose PRINT, STORE or SHARE FILES from the menu bar.

## Transfer-in Verification Form

### SECTION 1

Section 1 to be completed by the student requesting a transfer of his/her SEVIS record to BIR Training Center.

Student First Name: \_\_\_\_\_ Middle \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Primary Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
Month Day Year

BIR Student Relations Specialist (if known): \_\_\_\_\_

By signing this form, I authorize my current institution to complete Section 2 of this form and release my SEVIS record to BIR Training Center.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Day Year

### SECTION 2

Section 2 to be completed by a DSO/International Student Advisor at the current school. Once completed, please fax the form to (773) 866-0113, or give it to the student, or email it to [dso@birtraining.edu](mailto:dso@birtraining.edu).

What was/will be the last day of attendance at your institution: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Never Attended  
Month Day Year

Do you consider the student to be in status? Yes No If NO, please explain \_\_\_\_\_

SEVIS ID: \_\_\_\_\_ SEVIS Record Release Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Day Year

**BIR Training Center School Code: CHI214F15770000.** In SEVIS, search for: Business Industrial\*

Please do NOT terminate or complete the SEVIS record if a student is eligible to transfer.

Please do NOT transfer terminated/completed SEVIS record until you receive an acceptance letter from BIR.

School Name: \_\_\_\_\_

Advisor/DSO Name and Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Advisor/DSO Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Day Year