

Form (S-251) Instructions

This form will contain 4 sections.

 **Seventh-day Adventist Church**
NORTH AMERICAN DIVISION

S-251 Independent Transfer Application
Application for Division Status/Independent Transfer to North American Division S-251

Personal Information

First Name* Please enter your name (first name)
John

Last Name* Please enter your surname (last name)
Smith

Other Names Please list any previous names you have used in the past.
Adams

Applicant Email* jsadams@ucla.org

Phone Number* 333-333-3434

Current Address*

Street Address
9705 Patuxent Woods Drive

Address Line 2

City Columbia **State / Province / Region** MD

Postal / Zip Code 21046 **Country**

Marital Status* Single Married Divorced Widowed

Spouses Given Names Marjorie

Maiden Name Lipson

Date of Marriage 08/15/1998

Social Security Number/ ID Number* (?) 999999999

Date of Birth* 09/02/1972

Place of Birth* San Juan PR

Originating Division* Inter-American Division

Date of Entry to US/ Canada* 08/05/1994

Citizenship* United States Canada Other

File Upload (PRC) Please upload a copy of your Permanent Resident Card.
Upload

First Denominational Employer in NAD* Andrews University

Beginning Date of Employment in NAD* 08/22/1994

Confirm Employment Beginning Date* 08/22/1994

Current Employer* Southern New England Conference

Human Resource Email*

Current Position*

Education and Employment Data

Personal Information

- Fill in ALL the requested information to the best of your knowledge.

Form (S-251) Instructions (continued)

Education and Employment Data ⬆

List your educational achievements & degrees etc. Give name and address of school and graduation dates.

Elementary

Secondary

College

Other

Denominational Employment Data prior to coming to North American Division

	Position	Employee Organization	Location	From Date	To Date
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add](#)

Additional Documentation ⬆

Service Record* Are you able to provide a copy of the original service record from the former Division?

Yes
 No

If you are transferring to the United States and you have **not** filled out an I-9 form please follow the instructions below. Note: If working in Canada there is no need to fill out I-9 form.

- Click on the link below
- Download this form
- Fill it out
- Save copy to your computer
- Upload it to this application

Link: <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>

Attach Supporting Documents ⬆

This secure system allows for this information to only be seen by those who have a license. Please upload the following documents: (1). I-9 or A Copy of the Permanent Residency Card (if not done up above.) (2). Service Record From Previous Division (3). 2 Forms of Identification (current.)

Documents*

Note: If you have any questions in regards to this form please contact us at independenttransfer@nadadventist.org.

Years of Service in the former Division* Please enter NUMBER (i.e. 7 or 13.5). If you do not know how many years of service you have please contact your originating division.

Are you vested in the former Division?* ^(?) If you do not know if you are vested please contact your originating division.
 Yes
 No

Signature* By entering your name below you are confirming that this information is valid.

Date Date will be captured on form submission

Education and Employment Data

- To add additional employers please click the word [Add] located underneath the number 1 in the 'Denominational Employment Data' section.
- Note: For Division Status folks (those with no former Division service), put a 0 or 1 where you'd put the employment data.

Additional Documentation

- Indicate whether you will provide a copy of your original service record by clicking next to the radio button that states yes or no.

Attach Supporting Documents

- Follow the directions on the form for uploading documents. If they are saved ahead of time to the computer, they will be easier to upload.
- Attach all documentation that has been requested:
 - I-9 or A Copy of the Permanent Residency Card (Canada Only) (Green Card for U.S. workers from other countries.)
 - Service Record from Previous Division if you have a copy already, makes it easier to process the independent transfer
 - 2 Forms of Identification (If you included the I-9 or Permanent Residency Card, one more form of ID is required (Expired forms of identification are not accepted, must be current/up to date.) Upload where indicated within the application.

Review the information that you have provided and click on the submit button once you have completed the form.