

## Transferring with SEVIS

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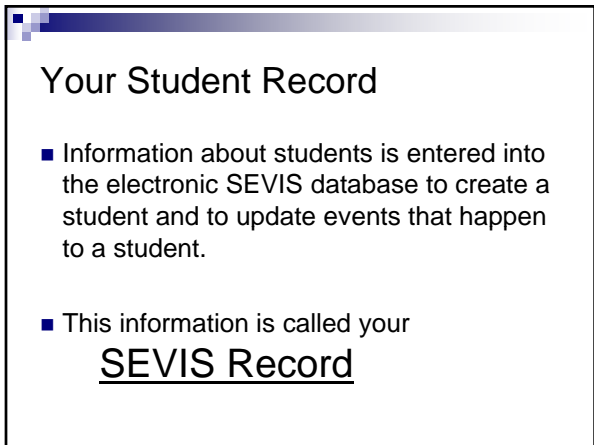
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## Your Student Record

- Information about students is entered into the electronic SEVIS database to create a student and to update events that happen to a student.
- This information is called your SEVIS Record

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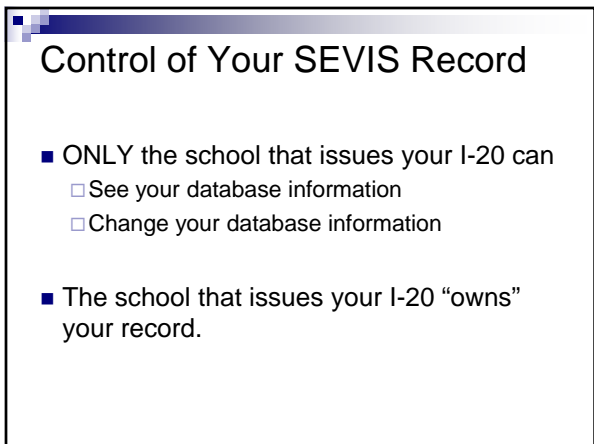
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## Control of Your SEVIS Record

- ONLY the school that issues your I-20 can
  - See your database information
  - Change your database information
- The school that issues your I-20 “owns” your record.

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## Student Transfer Procedures

- This list explains what students must do to transfer to another school:

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## Student Transfer Procedures

1. Fill out an application to another school.
2. Be accepted for admission to another school.
3. Bring an "Official Letter of Acceptance" to the International Center.
4. Sign the "immigration transfer out" form at the International Center.

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## Transferring Your SEVIS Record

- When the International Center receives all of your transfer documentation, your SEVIS record will be electronically released to the other school.

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## Changing Your Mind

- Students may ask an advisor to cancel their transfer **as long as it is BEFORE the transfer release date**
- After your transfer release date has passed, CSN can not access your record.

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## Example

- Upon receiving the documentation from a student, a CSN International Student Advisor schedules a transfer release date of May 21.
- The transfer can be cancelled until May 20, but not after.

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## Travel & Transferring

1. Request transfer with proper documentation.
2. Transfer processed.
3. If you are traveling outside of the United States between transferring, you **MUST** request a TRANSFER PENDING I-20 from the other school.
4. If you are not traveling outside of the United States between transferring, it is not necessary to receive an I-20 until after you are registered for classes (at the other school).

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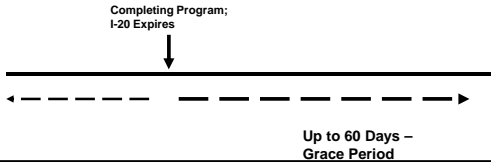
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## Special Transfer Situations

- Students who complete their academic program and want to transfer to another school or another program level must be transferred out either before completing their program or during the 60 day grace period.



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## Starting a new program after OPT

- Students must request a transfer or new program start before end of 60 day grace period.
- New starting date must be within a 5 month period from the OPT end date.

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Student finishes OPT in December and decides to transfer to another school.  
Question: By what month must the student notify the international office about the transfer?

Dec. Jan. Feb. March April May June July August

Answer: February. Why? Because of the 60 day grace period.

Question: By what month must the student start at the new school?

Answer: May. Why? Transfer releases must be complete within 5 months of program ending date.

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## Completing the Transfer

- Your transfer will be complete after you register for classes at the new school and receive an I-20 that says you are a continuing student.

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## Questions?

- If you have any questions about transfers, please schedule an appointment with an international student advisor.

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