

SEVIS Record Transfer-In Form

Texas State University, International Office, 601 University Dr., San Marcos, TX 78666
Ph: (512) 245-7966 / Fax: (512) 245-8264 / Email: International@txstate.edu



For International Students in F-1 Status Transferring to Texas State University-San Marcos

STOP - Before completing this form, you must have applied to Texas State Admissions and officially been accepted into a program of study, **AND** you must have submitted financial documents verifying your ability to fund your education. Please read the back of this form for important information on the procedure for changing schools.

The following information is necessary to process your SEVIS I-20 for transfer to Texas State. Please complete, sign and date Section A of this form. Then have an International Student Advisor at the school you are currently attending complete Section B and fax this form to Texas State. Your new I-20 will be completed subsequent to the release date set by your current school. **In order to complete the transfer procedure, you must report to the Texas State International Office within 15 days of the program start date listed on your new Texas State I-20.**

SECTION A (to be completed by student)

Semester of intended enrollment: Spring 20____ Summer I 20____ Summer II 20____ Fall 20____

Applying for: Bachelors degree Masters degree Non-degree Graduate program Certificate program

Will you travel out of the U.S. before starting at Texas State? No Yes>Dates: _____

Name: _____
(Print) Last/Family, First/Given Middle or Other (if any)

Date of Birth: _____ Texas State Student ID#: _____ Gender: M F
mm/dd/yyyy (if known)

Country of Birth: _____ Country of Citizenship: _____

Permanent Home Country Address: _____
City: _____ Postal Code: _____

Province/Territory/Prefecture: _____ Country: _____

I authorize the release of the information in Section B below to Texas State University-San Marcos.

Signature: _____ Date: _____ Tel: (_____) _____

SECTION B (to be completed by International Student Advisor/DSO)

FYI: Texas State University-San Marcos school code SNA214F00331000 Tel: 512.245.7966

SEVIS ID Number: _____ **Requested SEVIS Release Date:** _____

1. Is this student currently enrolled at your institution? **YES** **NO:** date of last attendance: _____
2. Has this student completed his/her program of study? **NO** **YES:** date of completion: _____
3. Has this student been authorized any periods of OPT? **NO** **YES:** from: _____ to: _____
4. Is this student eligible to continue at your institution? **YES** **NO:** please explain below
5. To your knowledge, is this student in valid F-1 status? **YES** **NO:** please explain below
6. Has this student had a Reduced Course Load (RCL)? **NO** **YES:** Academic
YES: Medical (# of months) _____

Comments: _____

I certify that the preceding is correct and true to the best of my knowledge.

Signature: _____ Date: _____

Name/Title: _____

School name: _____ Tel: (_____) _____

Instructions for International Students, (F-1) Transferring from another U.S. Institution to Texas State University-San Marcos

NOTE: International students (with F-1 visas) that wish to transfer to Texas State University – San Marcos need to meet the academic as well as the immigration requirements for this transfer. Simply transferring academically doesn't complete your SEVIS transfer.

Students that have been already admitted into an academic program and provided the financial documentation required for their admissions should follow the steps below to process their SEVIS or immigration transfer. This is a separate procedure not to be confused with the academic transfer done through the Undergraduate or Graduate Admission offices.

1. Notify your international/immigration student advisor at your current school of your intent to transfer and verify the procedures with them.
2. Request your current school to fill out the *SEVIS Record Transfer Form* and **fax** it to 512.245.8264 or **scan & email** it to international@txstate.edu, or mail it to the office at the address listed on the top of the form. You are responsible as the student, to make sure your previous/current institution fills out the *SEVIS Record Transfer Form* and submits it to the International Office at Texas State.
3. Upon your notification, a DSO at your current school will update your record in SEVIS as a "transfer out" and indicate a **release date**. Once this release date is reached the International Office at Texas State will have access to your SEVIS record to process your transfer I-20.
4. After the release date of your SEVIS record contact the Texas State International Office to confirm that all documents needed for your SEVIS transfer have been received as well as your SEVIS record.
5. Call the International Office to schedule a check-in. You must bring all of your immigration documents to this meeting. Your transfer I-20 will be given to you at this time. For more detailed information on our Check-ins and New International Student Orientation visit our website at www.international.txstate.edu.

IMPORTANT CONSIDERATIONS:

- Transfer students must start attending classes within 5 months of the last day he or she attended classes (or ended OPT), or the next available session, whichever comes sooner.
- If a student completes a course of study (or OPT), the student is eligible for transfer through the end of the 60-day grace period.
- If you are planning on traveling abroad you must re-enter the country with the I-20 from the school that holds your SEVIS record at the time. If your release date occurs when you are abroad, contact the Texas State International Office to have the transfer I-20 form mailed to you.
- A student's authorization for OPT or CPT ends on the transfer release date or the end of the work authorization whichever one is earlier.