



8600 University Boulevard  
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Evansville, IN 47712

Telephone: 812/465-1248  
Office Hours: Monday–Friday 8 a.m.–4:30 p.m.

## Transfer Instructions for F-1 Students

If you wish to transfer to the University of Southern Indiana (USI) and currently hold a valid F-1 status, please read the following information.

### **Should I transfer my SEVIS record?**

If you are currently studying or have recently finished your studies in the U.S., before you can begin your studies at USI you will need to have your SEVIS record transferred here. If you have recently finished your studies in the U.S., you will need to have your SEVIS record transferred before your 60 day grace period expires and before departing the U.S. If you are currently authorized for Optional Practical Training (OPT), please speak with the Center for International Programs (CIP) before transferring your SEVIS record.

### **Am I eligible to have my SEVIS record transferred?**

If any of the following apply to you, a new Initial I-20 will be required and you will need to obtain a new F-1 entry visa.

- If you completed your studies more than 5 months ago and are not currently authorized for OPT
- If you completed your studies and left the U.S. during your 60 day grace period
- If you have a **completed** SEVIS record (if your record has been **terminated**, you must speak with an advisor at CIP before transferring your record)
- If you entered on another school's I-20 and cannot begin classes at USI within 30 days
- If you cannot start at USI in the next available semester

### **How do I transfer my SEVIS record?**

Complete the International Student Transfer Form below. Ask the International Student Advisor at your current school to complete Section 2. This can be completed before you have been admitted to USI, but your current school will not be able to transfer your SEVIS record until you show them the admission letter from USI.

### **When can I get the I-20 from USI?**

After your SEVIS record has been transferred:

- If you are not planning to leave the U.S. before starting at USI, you will receive your I-20 upon arrival to USI.
- If you will leave the U.S. before starting at USI, you must request the I-20 to be mailed to you, preferably before you leave the U.S. You will need the new I-20 in order to re-enter the U.S.

**You must report to CIP no later than 15 days from the start date listed on your I-20 in order to complete the transfer process. Bring all immigration documentations with you.**

**What about my visa?**

If your current F-1 entry visa has not expired, you are eligible to still use that even if it carries the name of your current school. If your visa has expired, you will need the I-20 from USI to apply for a new visa if you leave the U.S.

**When can I start my studies at USI?**

You must start your studies within 5 months of the last day you attended classes or the next available term, whichever comes sooner. If summer vacation is the next available term, you may be eligible to use that as your annual vacation. Please contact CIP if you have any questions about when you can begin your studies.

**You will need to submit final transcripts to the Office of Admissions for credit evaluation:**

Attn: Valerie Allen, International Admissions Coordinator  
Office of Admission  
University of Southern Indiana  
8600 University Boulevard  
Evansville, IN 47712  
(812) 465-7154 (FAX)

## F-1 Transfer Release Form

This form is a necessary part of the application process for those attending another U.S. school (high school or university). Please give this form to the international student advisor at the school where you are currently enrolled. Please note: You are required to report to Center for International Programs within 15 days of your program start date to complete the transfer process.

### Section 1: To be completed by student

\_\_\_\_\_  
Last/Family Name

\_\_\_\_\_  
First/Given Name

\_\_\_\_\_  
Middle Name

SEVIS ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

You should attach to this form photocopies of:

- Your most recent I-20 (pages 1 and 3 of the old form I-20, 1 and 2 of the new form I-20)
- Your I-94
- The U.S. Visa page from your passport.
- The identification page from your passport with expiration date listed

### Section 2: To be completed by the International Student Advisor (USI's School Code is **CHI214F10585000**)

#### 1. Student status:

Student was/is pursuing a full course of study during the \_\_\_\_\_ term which ended/ends on \_\_\_\_\_.

Is the student in legal F-1 status?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If the student is out of status, please list the reason why and if the student has applied for reinstatement: \_\_\_\_\_  
\_\_\_\_\_

#### 2. Please list all periods of curricular or optional practical training:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Academic Institution: \_\_\_\_\_

Email: \_\_\_\_\_ SEVIS Release Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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