

TO: F-1 Student Admitted to Washington University in St. Louis

FROM: Office for International Students and Scholars (OISS)

RE: **Procedures to Transfer F-1 Status to Washington University in St. Louis**

Congratulations on your admission to Washington University in St. Louis!

It appears that you are on an F-1 status at another institution in the United States. To remain in legal standing, you will need to transfer your F-1 status in the Student and Exchange Visitor Information System (SEVIS) to Washington University in St. Louis (WashU) by completing all of the transfer procedures below in a timely manner.

1. Inform the international student office at your current school of your intent to transfer as soon as possible. Be prepared to tell them that you are transferring to Washington University in St. Louis (school code KAN214F10196000) and give them the date of the transfer. There are deadlines after which you *will not* be able to carry out a regular transfer procedure. Your current school can tell you when this information must be entered into SEVIS.
2. Your current school will need to update SEVIS to reflect that you intend to transfer. They will need to indicate that you are transferring to WashU and provide the "release date." The release date is the date of the end of the current semester, or the date when you intend to transfer, whichever is earlier. Note that you can make changes in your transfer plans (i.e., change schools or cancel the transfer altogether) before the SEVIS release date.
3. Complete the Transfer Form on the next page and return it to OISS.
4. **Only after the release date, can the I-20 form be issued to you by WashU.**
5. The SEVIS fee payment is NOT required if you have maintained F-1 status while attending your current school and have initiated transfer procedures in SEVIS in a timely manner.
6. **Within 15 days of the program report date on the I-20**, you need to come to the WashU OISS to report that you have arrived on campus.
7. OISS will update SEVIS to reflect that you are now registered with WashU. This will complete the transfer process.
8. You then need to begin your classes at WashU.

Be aware that these procedures must be completed, even if you are traveling outside the U.S. after you conclude your program at your current school. If you are traveling outside the U.S. and returning to come to WashU, you will need to arrange your travel to allow for issuance of the I-20 form before you leave, or you will need to give your admitting department your address overseas, so that an I-20 can be sent to you outside the U.S.

If you have any questions, please contact the OISS at (314) 935-5910 or oiss@wustl.edu.



Office for International Students and Scholars

F-1 STUDENT TRANSFER IN FORM

Washington University in St. Louis KAN214F10196000

To transfer to Washington University in St. Louis (WashU), you must submit the following information to the Office for International Students and Scholars (OISS). This information will be used to complete the process of transferring your F-1 status in the Student and Exchange Visitor Information System (SEVIS) to WashU, thus allowing the issuance of an I-20.

Student Name:

Family Name

Given Name

Middle Name

Program at WashU to which you have been admitted:

Degree Level:

Major:

Current Program Information:

Name of School:

Level of Study:

Release date in SEVIS:

SEVIS ID Number:

(Date current school will release you to WashU)

If the OISS is unable to find your information in SEVIS, we will need to contact your current school. Please provide the following information about the person in the international student office responsible for transferring your SEVIS record.

Name:

E-mail:

Telephone number:

Fax:

To allow this process to go as smoothly as possible, please complete this form and e-mail, mail or fax it the address below before May 15 or within two weeks of receipt of this form, if received after May 15.

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