Transferring In F-1 Students in SEVIS

The SEVIS student record cannot be updated at the transfer-in school before the transfer release date.

**Seven Easy Steps to Transfer In:**
- On the Listing of Schools page, select “Student Lists.”
- Click “Students Transferring In.”
- Select student from list.
- Click “Create I-20” to accept student.
- Fill in required program information and click “Next.”
- Fill in required financial information and click “Submit.”
- Click “Registration” to register student within 30 days of session start date.

**Note:**
- Student must begin new program at next available session start date or within five months of transfer-out date or previous program completion date, whichever is earlier.
- Transfers may not be canceled after the transfer release date; contact the SEVP Response Center for assistance.
- If a record was transferred in Terminated status, it will remain in Terminated status. The new school must assist the student with a reinstatement from U.S. Citizenship and Immigration Services.
- Transferred-in records will be listed in Draft status.

**Student Responsibilities:**
- Provide DSO at transfer-out school with written confirmation of acceptance to transfer-in school.
- Inform DSO at transfer-out school of intent to transfer.
- Provide contact information of DSO at transfer-out.
- Report to the DSO at the transfer-in school within 15 days of the program start date.

**DSO Responsibilities:**
- Verify student has a Form I-20 from transfer-out school and has maintained status.
- Assist student with any transfer forms.
- Check “Student Lists” in SEVIS under “Students Transferring In” as there are no alerts when records change to Draft status.

For more detailed information, please see related articles on the SEVIS Help Hub.

For SEVIS technical questions, call 800-892-4829 or email SEVISHelpDesk@ice.dhs.gov
Contact the SEVP Response Center at SEVP@ice.dhs.gov or 703-603-3400 for policy questions
For more information, visit http://studyinthestates.dhs.gov
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