

Prior to the transfer release date, the student record will not be modifiable at the transfer-in school.

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 student must seek 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 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.
- Provide current Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," and Form I-94, "Arrival/Departure Record," to DSO at transfer-in school.
- 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](#).