

INTERNATIONAL STUDENT SERVICES
DELAWARE STATE UNIVERSITY
1200 North Dupont Highway, Dover, DE 19901
Phone: 302-857-6474/Fax: 302-857-6567

F-1 Students Transferring from DSU to Another U. S. School

This form is to be completed by an F-1 international student intending to transfer his or her SEVIS record to another college or university. The information requested on this form is required for DSY to release your record at the appropriate time to the institution that you designate. Your SEVIS record must be transferred before your new institution will be able to issue a new Form I-20. Please submit this completed form along with a letter of admission from the institution to which you intend to transfer.

Instructions

1. Thoroughly read the Transfer Out packet and complete the attached form.
2. Call 857-6474 to arrange an appointment with an OISS advisor.
3. Submit the Request to Transfer Form and evidence that you have officially been admitted to the new school to your appointment (i.e. letter from the Office of Admission).

Transfer Procedure

1. In order to be eligible to transfer to another institution, student must be maintaining valid F-1 status at DSU
2. You apply to another school and are admitted to that school.
3. Complete the Request to Transfer form and submit it to the DSU OISS.
4. Submit a copy of the new school's acceptance letter to the OISS.
5. Before the new school can issue an I-20 to you, you must come to the OISS to set a "release date" upon which your SEVIS records will be electronically transferred to the new school.
6. After that transfer release date arrives, the new school will be able to issue a new I-20, which will state "transfer pending," for you to attend there.
7. You must report to the new school within 15 days of the start date listed on their I-20.
8. Within 30 days of the start of classes, the new school will report in SEVIS that you are registered for classes, which will complete the transfer process for you and generate a NEW I-20 that states "transfer completed."

Transfer Release Date

Your new school cannot make an I-20 for you until Delaware State University "releases" your immigration records in SEVIS to the new school. To do this, we must specify a "release date," where upon the OISS will no longer be able to access or change your records, and they will then fall under the jurisdiction of the new school.

Special Note for Students on OPT: If you are on OPT and wish to transfer to another school, you should be aware that once the transfer release date arrives, your OPT eligibility automatically comes to an end. This is because on the transfer date, your SEVIS records are sent to the new school and are no longer under the jurisdiction of Delaware State University. Because your OPT authorization is tied to you being a student at Delaware State University, once your records are transferred, you are no longer a student here and your OPT eligibility ends.

If your OPT end date occurs before classes at the new school begins, this date will be your transfer release date, unless you request an earlier date. If your OPT would not yet be expired by the time classes at the new school begin and you wish to continue your OPT employment until the latest

possible date, you will need to discuss your transfer release date with the OISS advisor. You will be instructed to contact the Admission office at your new school to discuss the latest date they would be able to issue your transfer I-20. Some schools are able to do this only a few days before you are to report at the new school, others require the I-20 to be issued several weeks before the report date.

Employment Eligibility for Transfer Students

This can affect your eligibility to work either on Delaware State University's campus or on the campus of the new school, because regulations allow on-campus employment only at the school having jurisdiction over the student's SEVIS record. [8 CFR 214.2 (f)(9)(i)] In other words, a student who chooses June 1 as a transfer release date cannot work on the DSU campus after June 1. The student would, however, be able to begin employment on the campus of the new school as soon as the release date passes and they receive the new I-20.

Transfer Students Who Travel Outside the U.S.

If you plan to travel outside the U.S. before classes at the new school starts, you should use the "transfer pending" I-20 from the new school to re-enter the U.S. By entering with the new school's I-20, it automatically completes the transfer process for you. Transfer students who follow this procedure do NOT need to get a new U.S. visa if your current one is still valid. In other words, though your valid U.S. visa may say Delaware State University, you can still enter the U.S. using that valid visa along with the "transfer pending" I-20 from the new school.

Eligibility to Apply for CPT, OPT, etc. at New School

Transfer students will remain eligible for such benefits of F-1 status like being able to apply for CPT, OPT, etc. at the new school, provided they had maintained status (including registering full-time) for an entire academic year at Delaware State University. For example, a student who began studying at Delaware State University in August 2008, and who maintained full-time enrollment for that fall and spring semester, would be eligible in the Fall 2009. You do not have to be enrolled for an additional academic year at the new school in order to be eligible for these benefits.

Students Who Graduate From Delaware State University

If you graduate or complete your program of study at DSU and decide to transfer to a new school (as opposed to transferring to a new school before you complete your studies at DSU), you should be aware that the transfer must be requested either during your last semester at the DSU, or within 60 days following the end date of your last semester.

Canceling the Transfer Release Date

The OISS can cancel or change your transfer plans any time up until the release date arrives. After the release date arrives, we have no further control over your SEVIS record, and you will then have to work with the new school if you wish to change your plans. For this reason, you need to remember the transfer release date that we choose during your appointment, which will be noted below, and request any changes BEFORE that date arrives.

A Word About "Initial Entry" I-20's

We have mentioned that the new school will not be able to make the "transfer pending" I-20 for you until the SEVIS release date arrives. However, there is a way the school can make an I-20 for you before the SEVIS release date arrives. This is by issuing an "initial attendance" I-20, rather than a "transfer pending" I-20. We **DO NOT** recommend you allow the new school to do this. If the school gives you an "initial attendance" I-20, and you leave the U.S. and re-enter using the "initial attendance" I-20, you are considered a new student and will not be able to re-enter the U.S. until 30 days before the report date on your initial attendance I-20. You also will not be eligible for CPT, OPT or certain other F-1 benefits until you have been enrolled at the new school for a full academic year.

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REQUEST TO TRANSFER FROM DELAWARE STATE UNIVERSITY

It is the responsibility of the student to provide all *of the information requested below. Incomplete forms will not be processed.*

Student Name: _____

D#: _____ Email: _____

School to which you plan to transfer: _____

Have you officially been admitted to the new school?

() NO () YES *If yes, please provide official evidence of acceptance from the new school.*

When do you plan to begin classes at the new school (month/day/year)? _____

What is the last day of classes for you at Delaware State University? (month/day/year)? _____

Are you on OPT? () No () Yes. If yes, when does your OPT end? (month/day/year) _____

If No, when did your OPT end? (month/day/year) _____

Are you currently employed at Delaware State University?

() No () Yes *If yes, when will your employment on Delaware State University campus to end? (month/day/year) _____*

Do you have any plans to travel outside the U.S. between now and the start of classes at your new school? () No () Yes

New initial students can transfer only if they have a program start date within 30 days of arrival in the United States. If you have NOT attended classes at DSU, when did you arrive in the U.S.?
_____ (mm/dd/yyyy)

To be completed by OISS Advisor:

Release Date Agreed Upon During OISS Appointment: _____

By signing below, I understand that the transfer release date noted above is the latest date I can legally work on the campus of Delaware State University, and is also the latest date I can legally work under Optional Practical Training authorization.

Student Signature: _____ Date: _____

OISS Advisor Signature: _____ Date: _____

Failure to complete this form may jeopardize your legal standing in the US. Please make sure you check – in with the International Student Services Office once you arrive at your new school.