

F-1 Student Transfer-In Form

This form is to be completed by incoming Simmons students who are currently in F-1 status in another school or college; just graduated from another U.S institution; or are currently on OPT.

Please complete and return this form and all required document to cge@simmons.edu or Simmons University, c/o Mary Struzska-Tyamayev, Center for Global Education, Boston, MA 02115

Along with this form please submit the following:

- Scans/copies of all your previous I-20s
- Scan/copy of visa page of your passport
- The International Student Supplement Form (ISSF) (The form may be obtained from your admission counselor)

BEFORE COMING TO CAMPUS:

1. **Verify admission to Simmons University:** before requesting the transfer of your SEVIS record to Simmons University, please verify that you have been admitted for the next school term.
2. **Notify your current school:** contact your current International Student Adviser to inform them of your intention to transfer to Simmons University.
3. **Schedule a "release date" with your current International Student Adviser:** this is the date that your F-1 record will be transferred to Simmons University. Your Simmons University form I-20 cannot be issued until after this release date has been reached. Keep in mind that Post-Completion OPT ends on

Please note: If you are completing (or have completed) your program of study or Optional Practical Training (OPT), you only have 60-days following this completion to have your F-1 record transferred. Your status as an F-1 student ends 60 days after you complete your program of study or OPT.

4. **Complete the attached F-1 Transfer-In Form:** submit this form to the mailing or email address above.
5. **Check-in with your Admission Counselor:** to verify that you have submitted all information required.

After all forms and documents have been submitted, the student will receive a "Transfer Pending" I-20.

AFTER ARRIVING ON CAMPUS:

6. **Attend ISO:** International Student Orientation (ISO) is mandatory. ISO details will be sent to student via e-mail address provided on the ISSF.
7. **Report to the International Adviser within 15 days of the beginning of school:** to receive an updated "Transfer Complete" form I-20.



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TO BE COMPLETED BY THE <u>STUDENT</u> :	
Simmons University: BOS214F00327000	
Surname/Last Name:	Given/First Name:
Student ID# at the Current/Previous U.S School:	Simmons University ID#:
First Academic Term at Simmons University:	E-mail:
Do you plan to travel outside the U.S. before beginning your program at Simmons University? <input type="checkbox"/> Yes <input type="checkbox"/> No	
TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR AT THE CURRENT/PREVIOUS U.S. SCHOOL:	
Education Level Sought at Simmons University <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	Last Date of Authorized Attendance/Practical Training:
Authorized Reduced Course Load (list all periods and reasons):	
Authorized Curricular and/or Optional Practical Training (list all periods):	
SEVIS ID: N □□□□□□□□□□	SEVIS Transfer Release Date:
Based on the records of this office, it appears that the above named student: <input type="checkbox"/> is or <input type="checkbox"/> is not eligible for SEVIS school transfer pursuant to 8 CFR & 214.2.(f)(8). Remarks:	
DSO's Name:	Title:
Signature:	Date:
E-mail:	Phone:
School Name and Address:	