

Transfer-In Request

Section To Be Completed by Student:

1. Please complete the top of this form and give it to the international student advisor at your current school.
2. Ask your international student advisor to fill out the bottom section. The advisor should email the completed form to international@marian.edu
3. After you have been admitted and after confirming transfer eligibility with your current school, Marian's International Admissions will issue you a new I-20 following your SEVIS release date.

Student Name: _____
Last/Surname _____ First /Given Name _____ Date of Birth (mm/dd/yyyy) _____

Current U.S. Address _____ Permanent Residential Address in Home Country _____
Street _____ Street _____

City _____ City _____ Postal code _____

ZIP _____ Phone _____ State/Province _____ Country _____

Email _____ Phone (w/ country code) _____

Are you traveling outside the United States before beginning at Marian? Yes _____ No _____ Travel dates: _____

Section to Be Completed by International Student Advisor at Current School: The student above has applied for admission to Marian University. Please complete the information below concerning the student's immigration status and email the form to international@marian.edu. Once the student is eligible for transfer and has presented an official Admission Letter to you from Marian University, please transfer to School Code CHI214F10472000. Thank you for your time.

Student Name: _____ SEVIS Number _____

Visa type: F1 _____ J1 _____ other _____ Dates of attendance at your school: From _____ To _____

SEVIS Release Date: _____

Student has maintained his/her legal status? Yes _____ No _____ Student is eligible to continue at your school? Yes _____ No _____

Curricular Practical Training (CPT) authorizations _____ **Optional Practical Training (OPT) authorizations** _____
Yes _____ No _____ Dates: _____ Yes _____ No _____ Dates: _____

Date of completion on current I-20 document: _____

Comments: _____

DSO Name (print) _____ Title _____

Institution _____ City/State _____

Email _____ Phone _____

Signature _____ Date _____

Transfer-In Instructions for F-1 Students

This document will explain how to transfer your SEVIS record to Marian University.

Should I transfer my SEVIS record?

If you are currently studying or recently finished your studies in the U.S., or are on Optional Practical Training (OPT), you must transfer your SEVIS record to Marian University before beginning your studies here. Once your SEVIS record is transferred, your OPT eligibility ends.

Who should not request a transfer of their SEVIS record?

In the following situations, a student must obtain a new I-20:

- If you completed your studies more than five months ago
- If you have a terminated or completed SEVIS record
- If you cannot start at Marian University in the next available semester. See below: “When must I start my studies at Marian University?”

How do I transfer my SEVIS record?

Complete Part A of this form. Ask the Designated School Official (DSO) at your current institution to complete Part B.

When can I get the Marian University I-20?

- If you will not leave the U.S. before stating at Marian University, you will receive your new I-20 upon arrival to campus.
- If you will leave the U.S. prior to beginning at Marian University, you must request the Marian University I-20 prior to leaving the U.S. Your I-20 will be sent to your U.S. address. *If this is not possible, you must email rhinkle@marian.edu to formally request that your I-20 be sent abroad.*

Do I need to change my visa?

If your current visa has not expired, a new visa is not required even if the visa carries the name of your previous institution. If your visa has expired, however, you must apply for a new visa using your Marian University I-20.

When must I start my program at Marian University?

You must start your studies within five months of the last day you attended classes at your previous institution or the next available term, **whichever comes sooner**.

Questions?

Please contact the Director of International Student Success & Global Engagement at rhinkle@marian.edu or +1 317-955-6670.