

## TO BE COMPLETED BY STUDENT

- Please complete this form and submit it, along with your Marian University admission letter, to the international student advisor at your current school to request your SEVIS transfer.
- Do not request a transfer until you have received your Marian University admission letter.
- Do not request a transfer until you have completed current CPT or on-campus employment.

Student Name \_\_\_\_\_

_____	Last/Family Name	First /Given Name	Middle Name(s)
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SEVIS ID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(MM/DD/YYYY)

Current U.S. Address \_\_\_\_\_ 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 \_\_\_\_\_

**Please transfer my F-1 SEVIS record to:  
Marian University Indianapolis (CHI214F10472000)**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
(MM/DD/YYYY)

## TRANSFER INSTRUCTIONS FOR SCHOOL OFFICIAL

Marian University Indianapolis no longer requires fellow DSOs to complete and return transfer forms. If the transferring student is in active status, please release the student's record on the appropriate date. If the student has indicated he/she/they will be traveling outside the United States prior to starting at Marian, we would appreciate a release date at least 2 weeks in advance of the departure date, when at all possible.

If the student is out of status and will require reinstatement, please contact us at [international@marian.edu](mailto:international@marian.edu) or 317-955-6390 before transferring the record to Marian.

Marian University Indianapolis  
3200 Cold Spring Road  
Indianapolis, Indiana 46222

[international@marian.edu](mailto:international@marian.edu)  
317-955-6390

### **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. Please note that transferring your SEVIS record will cancel the remainder of your OPT.

#### **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 the student section of the form. Submit a copy of this form and your Marian University admission letter to your current school’s Designated School Official (DSO).

#### **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](mailto:rhinkle@marian.edu) to formally request that your I-20 be sent abroad.*

#### **Do I need to change my visa?**

If your current F-1 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?**

Contact the Executive Director of the Global Engagement Office at [rhinkle@marian.edu](mailto:rhinkle@marian.edu) or +1 317-955-6670.