

## STUDENT TRANSFER-IN FORM

(only for F-1 students currently attending U.S. schools)

Dear Enrolling Student: \_\_\_\_\_ U-M ID: \_\_\_\_\_

The University of Michigan (U-M) requests the following necessary information so that we may correctly prepare your SEVIS I-20, which you will need to enroll at this university. **Please be advised that both Section A and Section B must be completed.** Then fax this transfer form to the "International Admissions" at 734-936-0740 or send this form to [ecredentials@umich.edu](mailto:ecredentials@umich.edu) as soon as possible.

- **Please be aware that the University of Michigan will not be able to process your SEVIS I-20 and send it to you until after your school's release date has been reached.**
- **The release date must only be after completion of all courses, exams, and work such as CPT**
- **You should not request your SEVIS record to be transferred until you are certain at which school you will be enrolling.**

Upon receiving the I-20 from U-M, you must complete the International Center's online canvas course within 15 days of the program start date listed on your I-20 to complete the immigration transfer procedure. Failure to do so will result in your falling out of legal F-1 status.

### SECTION A: TO BE COMPLETED BY THE STUDENT

1. **Upon completion of your final term at your current school, do you plan to travel outside the U.S. prior to enrollment at the University of Michigan?** Yes No

→ If yes, please provide dates of travel outside the U.S.:

**Date of departure from U.S.:** \_\_\_\_\_ **Date of return to U.S.:** \_\_\_\_\_

- If you will be travelling outside of the U.S., you will need to have the U-M SEVIS I-20 in order to return to the U.S.
- If your current F-1 visa will not be valid at the time you re-enter the U.S., you must use the U-M SEVIS I-20 to apply for a new F-1 visa while abroad.

**Note:** Please contact the particular U.S. Embassy or Consulate for current visa processing time. This may take several weeks. (embassy.org)

2. **For those who will be traveling outside of the U.S., will you need to apply for a new visa?** Yes No

→ If yes, please provide the approximate date of your visa appointment: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student email: \_\_\_\_\_ Phone number: \_\_\_\_\_

### SECTION B: TO BE COMPLETED BY A DSO OR ISA

The student named on this form has indicated he/she would like to transfer to the University of Michigan. Please provide the student's SEVIS ID and confer with the student to determine his/her release date.

1. **SEVIS ID:** \_\_\_\_\_ **Release date:** \_\_\_\_\_

(Please release to the University of Michigan-Ann Arbor DET214F00370000)

2. **Please indicate any Curricular Practical Training (CPT) and Optional Practical Training (OPT) period authorized to the student while attending your institution, if applicable:**

**CPT:** From: \_\_\_\_\_ To: \_\_\_\_\_ Part-time Full-time

**OPT:** From: \_\_\_\_\_ To: \_\_\_\_\_ Part-time Full-time

3. **To the best of your knowledge, has the student maintained their non-immigrant status?** Yes No

→ Do not transfer an "out-of-status" student's record unless specifically requested by our office. Please confirm if we have approved transferring "out-of-status" student's record by emailing [oua.intlassist@umich.edu](mailto:oua.intlassist@umich.edu) and do not take action until a reply is received.

→ If no, please specify the reason: \_\_\_\_\_

DSO/ISA signature: \_\_\_\_\_ DSO/ISA email: \_\_\_\_\_

DSO/ISA name printed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of current university/college/school: \_\_\_\_\_

SEVIS school code of current university/college/school: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Thank you for your time and assistance in providing the requested information.