F-1: Transfer from Wellesley College

Instructions

The transfer process described below refers to a “SEVIS record transfer” between two U.S. schools.

NOTE: Although you may be applying to multiple new schools, your International Student & Scholar Advisor (ISSA) may indicate only one transfer school in SEVIS.

Transferring Your SEVIS Record from Wellesley College to another U.S. School

1. Obtain an acceptance letter from the new school.

2. Contact the ISSA at your new school to notify him/her of your intent to transfer to their institution. The ISSA of your new school may ask you to complete a “Transfer Report Form” for them. In order for us to complete this type of form, we will need a copy of your passport, Form I-20, visa, and a copy of your most recent Form I-94.

3. Ask if there are any forms that you must complete for them to issue you a new Form I-20. Make him/her aware of any travel plans that you may have.

4. Notify the ISSA at Wellesley College of your intention to transfer to a new school.

5. Complete the “Transfer Confirmation/Release Date Form”

6. Bring the following documents to your ISSA at the Slater International Center during walk-in hours or during an appointment:
   a. A copy of your acceptance letter to the new school
   b. A completed Transfer Confirmation/Release Date Form (your release date will most likely be the end of the current term.)
   c. A copy of your most recent Form I-94
   d. A copy of your passport ID page
   e. A copy of your most recent Form I-20
   f. A copy of your visa

7. Your ISSA will verify your immigration status and enter your SEVIS record transfer release date into the SEVIS system.
8. If your new school requires a transfer form to be completed, you must complete your section of the form and your ISSA will complete the status verification section of form and return it to you to submit to your new school.

9. Once the transfer release date has been reached, your SEVIS record will be released electronically to your new school and Wellesley College will no longer have access to your SEVIS record.

**Travel from and Re-entry to the U.S. while between Schools**

If you plan to leave the U.S. after you have finished attending Wellesley and before beginning your studies at your new school, it is important that you use the Form I-20 from your new school when reentering the U.S.

*NOTE: Failure to follow these instructions could result in violation of your immigration status.*
TRANSFER CONFIRMATION / RELEASE DATE FORM

I, ___________________________________, SEVIS ID # __________________________intend to
(first name, last name)

transfer to ___________________________ for ___________________________.
(name of college/university) (semester & year)

I am requesting that my SEVIS record be released to the above institution on ____________________.
(month/day/year)

I understand that my SEVIS record can only be released to one institution for transfer and that once it has
been released it cannot be retrieved by Wellesley College.

__________________________________
Signature

__________________________________
Date

__________________________________
Email Address (non-Wellesley)

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