F-1 SEVIS Record Transfer to Wellesley College

Instructions for F-1 Transfer Report Form

If you are an F-1 student who is maintaining status you are eligible to transfer your SEVIS record from one U.S. school to another U.S. school. The purpose of the F-1 Transfer Report Form is to confirm your eligibility for the transfer. You and your International Student Advisor (ISA) must complete the F-1 Transfer Report Form in order for Wellesley College to issue you a Wellesley College Form I-20. Please follow the instructions below:

1. Notify the school you are currently attending of your acceptance and intent to transfer to Wellesley College. **Do not complete this form until you have made a final decision to attend Wellesley College.**

2. Complete “Section 1” of the “F-1 Transfer Report Form” and send it to your ISA. Have your ISA complete “Section 2.” Then **upload the completed form with a copy of your passport, copy of your F-1 visa, copy of your automated Form I-94 (if you are currently in the U.S.), and copies of all previous Form I-20s to your MyWellesley Entering Student Checklist.**

3. Upload the completed and signed Certification of Finances (COF) and supporting financial documentation to your **MyWellesley Entering Student Checklist.**

4. If all of your documents are received and are in order, we will issue you a Wellesley College Form I-20. Your new Form I-20 will indicate **“transfer pending.”**

5. Within 30 days after the start of classes, you will receive a second Form I-20 indicating **“continued attendance.”** This Form I-20 will be your most current Form I-20 and will complete the transfer process.

**Important Considerations:**

- Your current ISA can only transfer your SEVIS record to one school
- If you plan to leave the U.S. after you have finished attending your former school and before beginning your studies at Wellesley College, you must use your Wellesley College Form I-20 to re-enter the U.S.
- Transferring your SEVIS record during a period of authorized Optional Practical Training (OPT) will cancel your OPT

*Revised: January 2014*
F-1 Transfer Report Form

Section 1: To Be Completed by Student
I hereby authorize a Designated School Official (DSO) at the school named below to complete Section 2 of this form and return it to me.

Name (please print):

Date of Birth:__________________________ SEVIS ID Number: N

Most recent U.S. address:

City State Zip Code

E-mail Phone

Name of Current School: ____________________________

Signature: ____________________________ Date: ____________(Month/Date/Year)

Section 2: To Be Completed by Designated School Official (DSO)
Please confer with the student to select an appropriate transfer release date and then complete Sections A and B below. Please provide all the requested information, sign, and return this form to the student along with the student’s required documents. (Wellesley College- School Code: BOS.214.F.0036.3000)

A. VERIFICATION OF F-1 STATUS
The record for the above-referenced student has been entered into SEVIS. The following information is provided in order for transfer of the SEVIS record to be processed by Wellesley College in accordance with 8 CFR 214.2 (f)(8)(ii)(C).

SEVIS Identification Number: ____________________________

Date of program completion: _______________ Transfer Release Date: _______________

Employment Authorization History (if applicable): ____________________________

End date of current OPT period (if applicable): ____________________________
B. STUDENT’S ELIGIBILITY FOR TRANSFER

☐ I hereby confirm that, to the best of my knowledge, the above-referenced student (1) has been enrolled in a full course of study, (2) is considered to be maintaining lawful F-1 status, and (3) is eligible for transfer.

☐ I hereby confirm that, to the best of my knowledge, the above-referenced student is not eligible for transfer for the following reason(s). (Please attach separate sheet if you need additional space):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

DSO Signature  
E-mail Address

DSO Name  
Date (Month/Date/Year)

Name of School  
Phone#