F-1: SEVIS Record Transfer from Wellesley College
Instructions

The transfer process described below refers to a “SEVIS record transfer” between two U.S. schools. Although you may have applied to multiple schools, please wait until you have made your final decision and you have a copy of your acceptance letter. Your International Student & Scholar Advisor (ISSA) may indicate only one transfer school in SEVIS.

Steps to Transfer Your SEVIS Record to Another U.S. School

1. Obtain an acceptance letter from the new school you plan to attend.

2. Contact the ISSA at your new school to notify them of your intent to transfer to their institution.

3. Ask your new ISSA if there are any forms that you must complete to receive your new Form I-20 and make sure that your new ISSA is aware of any travel plans that you may have before enrolling in the new school.

   • The ISSA of your new school may ask you to complete a “Transfer Form” which has a section that needs to be filled in by you and a section that needs to be verified and signed by the Wellesley College ISSA.

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

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

6. Meet with your Wellesley College ISSA during walk-in hours or by appointment and bring the following documents:

   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 (not applicable if you are a Canadian citizen)
   g. A “Transfer Form” from your new school (if required)
7. Your ISSA will verify your immigration status, enter your SEVIS record transfer release date into the SEVIS system and verify and sign the “Transfer Form” for your new school.

   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 ____________________.
(mm/dd/yyyy)

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)

Revised: 02/14/2018