

SEVIS Transfer Information - for International Students -



Mailing address: Clayton State University
International Student Services (ISS)
2000 Clayton State Boulevard
UC Room 210
Morrow, GA 30260

Contact: Tel: 678-466-5499
Fax: 678-466-5469
Email: RyanPackard@clayton.edu

SEVIS School Code: ATL214F00605000

Are you an F1 or J1 international student who wants to transfer to/from a new school?

The process below describes transferring your **SEVIS record**, not your academic transcripts or personal records. SEVIS is the federal database of related to international student immigration status in the U.S.

1. BE ELIGIBLE - You are:

Currently enrolled full-time, or
On summer break between terms, or
Participating in CPT, OPT, Academic training, and
Financially able to attend the new school, and
In "good status" with USCIS (U.S. Citizen and Immigration Service)

2. PROCEDURE

1. Apply to the new school.
2. Submit financial certification documents to the new school.
3. Obtain acceptance letter from new school.
4. Inform your current / previous school that you plan to transfer to a new school. This is done by submitting both a SEVIS transfer request form **and** your new school's acceptance letter to the **transferring out school**.

NOTE: If you initiate a SEVIS transfer before receiving an acceptance letter from the new school, you may be putting your status at risk.

3. F1 Students Remaining in the US between schools:

- a) Enroll in the new school in the term immediately following the last semester at the current school, or immediately following summer break. If you are completing OPT, you must enroll within 60 days after the last day of OPT.
- b) The new school will endorse the new I-20 and the transfer will be complete.

4. F1 Students Re-entering the US to attend a new school:

- a) Obtain your new I-20 from the new school before you depart the US. If not possible, you will need to receive it by post at your location outside the US.
- b) Arrive at the port of entry with an unexpired passport, visa and the new I-20. If the visa is expired, you will need to get a new visa before re-entering the US by presenting the new I-20 and financial documents at a US embassy or consulate in your home country.

5. J1 Students:

- a. Advise your new school of your travel plans, if any. Transfer before your current DS-2019 expires or the completion of your studies, whichever is first, within 30 days.