



Office for International Students and Scholars

TO: F-1 Student Admitted to Washington University in St. Louis

FROM: Office for International Students and Scholars (OISS)

RE: Procedures to Transfer F-1 Status to Washington University in St. Louis

Congratulations on your admission to Washington University in St. Louis!

From your records, it appears that you are on an F-1 status at another educational institution in the United States. To remain in legal F-1 status, you will need to transfer your F-1 status to Washington University in St. Louis. The transfer procedures must be carried out in a timely manner and you must complete all the steps given below.

1. You must inform the international student office of your current F-1 school of your intent to transfer as soon as possible. There are deadlines after which you will not be able to carry out a regular transfer procedure. Your current school can tell you when this information must be entered into the Student and Exchange Visitor Information System (SEVIS). Be prepared to tell them that you are transferring to Washington University in St. Louis and to give them the date of the transfer.
2. Your current school will need to update the SEVIS system to reflect that you intend to transfer. They will need to indicate that you are transferring to Washington University and they will need to give the "release date." The release date is the date of the end of the current semester, or the date when you intend to transfer, whichever is earlier. Note that you can make changes in your transfer plans (i.e., change schools or cancel the transfer altogether) until the release date.
3. Only after the release date, can the I-20 form be issued to you by Washington University.
4. The SEVIS fee payment is NOT required if you have maintained F-1 status while attending your current school and have initiated transfer procedures to Washington University via SEVIS in a timely manner.
5. **Within 15 days of the program report date on the I-20**, you need to come to the OISS at Washington University to report that you have arrived on campus.
6. The OISS at Washington University will update the SEVIS system to reflect that you are now registered with Washington University. This will complete the transfer process.
7. You then need to begin your classes at Washington University.

Be aware that these procedures must be completed, even if you are traveling outside the U.S. after you complete your program at your current school. If you are traveling outside the U.S. after you complete your studies at your current school, and returning to come to Washington University, you will need to arrange your travel to allow for issuance of the I-20 form before you leave, or you will need to give Washington University your address overseas, so that an I-20 or DS form can be sent to you outside the U.S.

If you have any questions, please contact the OISS at (314) 935-5910 or oiss@wustl.edu.



Washington University in St. Louis

Office for International Students and Scholars

F-1 STUDENT TRANSFER FORM

Washington University in St. Louis

KAN214F10196000

To transfer to Washington University in St. Louis, you must submit the following information to the Office for International Students and Scholars. This information will be used to complete the necessary procedures for the issuance of your I-20 form and completion of the process to transfer in to Washington University through the Student and Exchange Visitor Information System (SEVIS).

Name of Student: _____ Current Level of Study: _____

Name of Current School: _____

Release date in SEVIS (i.e., date that your current school will release you to Washington University in St. Louis): _____

SEVIS ID number: _____

Program at Washington University in St. Louis to which you have been admitted:

Degree Level: _____ Major: _____

If the Office for International Students and Scholars at Washington University in St. Louis is unable to find your information in the SEVIS system, we will need to contact your current school. Please provide the following information about the person in the international student office responsible for updating SEVIS for the transfer.

Name: _____ E-mail: _____

Telephone number: _____ Fax: _____

To allow this process to go as smoothly as possible, please complete this form and mail or fax it the address below **before May 15, 2009 or within two weeks of receipt of this form, if received later than May 15, 2009.**

Office for International Students and Scholars (OISS)

Washington University Campus Box 1083

One Brookings Drive

St. Louis, MO 63130

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