

F-1 Transfer to Wellesley College

Instructions for F-1 Transfer Report Form

The purpose of the **F-1 Transfer Report Form** is to confirm eligibility for the transfer of your SEVIS immigration record from your current U.S. school to Wellesley College. This form is required of all international students currently in the U.S. in F-1 status, regardless of whether or not you intend to travel outside of the U.S. before beginning your studies at Wellesley College. You and your International Student Advisor must complete the F-1 Transfer Report Form in order for Wellesley College to issue your 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 International Student Advisor (ISA). Have your ISA complete “Section 2” and **fax the form and a copy of your passport, F-1 visa, Form I-94 (if you are currently in the U.S.) and all previous Form I-20s to the Slater International Center at Wellesley College at 781-283-3615.**
3. Submit the Certification of Finances and supporting financial documentation to Wellesley College.
4. If all of your documents have been received and are in order, Wellesley College will issue you a Form I-20 which will become your current Form I-20. Your new Wellesley College 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 International Student Advisor 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: May 2010



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 either return it to me or send it to the Slater International Center at Wellesley College at the address above.

Name (please print): _____
Family/Last Name *Given/First Name*

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 or to Wellesley College directly 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: N

▪ Date of program completion: _____

▪ F-1 Student's Transfer Release Date in SEVIS: _____

▪ Names and SEVIS Identification Numbers for any F-2 Dependents:

Family Name, Given Name *N*
SEVIS ID Number

▪ Employment Authorization History (if applicable):

CPT or OPT: _____
Part-time or full-time *Dates*

▪ 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#