



### **Transfer- In Request Form**

An international student who intends to study at Case Western Reserve University will be considered a "Transfer Student" if you meet the following criteria:

- You are currently studying at a U.S. institution, and you will transfer to CWRU to continue your studies.
- You have completed a program at a U.S. institution and will begin a new program at CWRU.
- You have completed a program and you are currently pursuing Optional Practical Training but will begin a new academic program at CWRU upon completion of OPT.
- You will not spend more than 5 consecutive months outside of the United States between programs.

If any time spent outside the United States between programs will be greater than 5 consecutive months you will instead require an Initial Status I-20. If this is the case, we still ask that you submit this form to your International Student Advisor so that we can confirm your status.

Every international F-1 or J-1 student studying in the U.S. has a SEVIS record and SEVIS ID. If you wish to transfer to CWRU, then you must notify your International Student Advisor of your intent to transfer so that he or she may release your SEVIS record to Case Western Reserve University.

**Please complete Section I on page 2 and then ask your advisor to complete Section II and forward this to CWRU. On the designated release date International Student Services (ISS) at CWRU will be able to begin the process of issuing you a new "Transfer Pending" I-20 or DS-2019, assuming that all required other materials are in order.**

Students who are in the U.S. and who have no intention of traveling outside the U.S. prior to their enrollment at CWRU can receive their new documents when they arrive on campus and complete the transfer process (provided that all proof of financial information has been received).

**If you require a "Transfer Pending" (or Initial Status) document, please indicate below the address to which you would like us to mail your new I-20 or DS-2019:**

---

---

---

---

Telephone number \_\_\_\_\_

Email Address \_\_\_\_\_

**When you arrive in Cleveland, please report to ISS as soon as possible so that we may complete your transfer in SEVIS. Please bring your passport. Our office is located in Room 143 of Tomlinson Hall.**

**Your transfer must be completed no later than 15 days after classes begin. Failure to complete the transfer process will jeopardize your visa status.**

**Section I – To be Completed by the Student**

Family/Last Name \_\_\_\_\_ First/Given Name \_\_\_\_\_

Write these names exactly as they appear on your passport. (Note your preferred name on an additional page if desired.)

Email Address \_\_\_\_\_ Date of Birth (MM / DD / YYYY) \_\_\_\_\_

Academic term and year you will begin your studies at Case Western Reserve University: Term \_\_\_\_\_ Year \_\_\_\_\_

Educational Level ☐ Undergraduate ☐ Graduate If Graduate, indicate department/program \_\_\_\_\_Will you travel outside of the United States before you enroll at CWRU? ☐ Yes ☐ No

Please fill out the following information for any family members who will accompany you.

\*J-1 visa holders, please include the Country of Permanent Residence and City of Birth as well (use an additional sheet if necessary):

Family Name, First Name	Date of Birth	Country & City* of Birth	Country of Citizenship	Gender	Relationship

I authorize my present International Student Advisor (or equivalent campus officer) to provide the information below.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**Section II – To Be Completed by International Student Advisor of School Last Attended**

SEVIS Release Date (MM / DD / YYYY) \_\_\_\_\_ SEVIS ID \_\_\_\_\_

1. What is the student's nonimmigrant status? ☐ F-1 ☐ J-1 ☐ Other2. To the best of your knowledge, is this student in lawful status based on USCIS regulations? ☐ Yes ☐ No3. If the student is not in lawful status, has your office filed a reinstatement application? ☐ Yes ☐ No

4. When was the student's last date of attendance? (MM / DD / YYYY) \_\_\_\_\_

5. Will the student earn a degree from your institution? ☐ Yes ☐ No If Yes, please indicate the degree type \_\_\_\_\_

6. Please indicate any practical training dates authorized/recommended for the student \_\_\_\_\_

Comments \_\_\_\_\_

School Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name and Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Institution and Address \_\_\_\_\_

Institution SEVIS Code \_\_\_\_\_