

## School Transfer Instructions: F-1 Students

### Eligibility

To be eligible to transfer from one institution to another, an F-1 student must be maintaining lawful status. A student is considered to be maintaining status if he/she:

- Is a full-time student
- Is making normal progress toward completing his/her course study
- Has not engaged in unauthorized employment, and
- Is not deportable on any grounds

F-1 students who have not maintained status must apply for reinstatement; refer to the information sheet "Reinstatement to F-1 Status."

### Procedures for Students Who Will Be Traveling Outside the U.S.

The following procedures apply for students who will be traveling outside the U.S. between their last enrollment at their previous school and enrollment at their new school.

Check the expiration date of the U.S. entry visa that is stamped in your passport. Procedures will differ, depending on whether your entry visa remains valid.

#### If your U.S. entry visa is still valid:

1. The name of the school to which you will be transferring does NOT have to be specified on your entry visa for you to reenter the U.S. after a temporary absence.
2. At your U.S. port of entry. The inspecting officer will endorse your I-20 ID to indicate the transfer to your new school and return this I-20 ID to you.

#### If your U.S. entry visa has expired:

You will need to apply for a new entry visa by taking the following documents to the nearest U.S. embassy or consulate:

1. Valid passport
2. Current photographs
3. I-20 from new school
4. Proof of financial support

Additional documents are required.

### Procedures for students NOT traveling Outside the U.S.

#### Transferring to Webster University:

1. Notify the school that you are now attending of your intent to transfer.
2. After you have been accepted for admission to Webster University, the International Services Office will prepare a new I-20 form for you.
3. When you have arrived on campus for your first semester of classes at Webster University, come to the International Services Office to complete transfer procedures. Please bring the following items:
  - a) Webster University's "F-1 Transfer Form," completed either by your current institution's international office or the registrar's office, verifying your full-time status while enrolled there;
  - b) I-20 from Webster University, signed by you;
  - c) Your passport; and
  - d) Your I-94 card.

#### Transferring to another institution:

1. Notify the International Services Office of your intent to transfer.
2. Follow transfer student procedures at your new institution.

## F-1 Transfer Form

The Department of Homeland Security requires that this office have certain information in order to process the transfer of an F-1 student to Webster University.

### Section 1 (To be completed by the student)

I authorize my present International Student Advisor at the school I am currently authorized to attend to provide the information in Section 2 to facilitate my transfer to Webster University.

_____	_____	_____	_____	_____	_____
Last Name	First Name	Middle Name	SEVIS ID #	Signature	Date

### Section 2 (To be completed by the International Student Advisor)

1. Student status: check and complete all appropriate:

- Student was/is pursuing a full course of study during the \_\_\_\_\_ term which ended/ends on \_\_\_\_\_.
- Student was/is not pursuing a full course of study and must apply for reinstatement.
- Student is in legal F-1 status.
- Student is not in legal F-1 status for the following reason: \_\_\_\_\_.

2. Curricular Practical Training: list all previously authorized (check full-time or part-time):

- Full-time     Part-time (from \_\_\_\_-\_\_\_\_-\_\_\_\_ to \_\_\_\_-\_\_\_\_-\_\_\_\_)
- Full-time     Part-time (from \_\_\_\_-\_\_\_\_-\_\_\_\_ to \_\_\_\_-\_\_\_\_-\_\_\_\_)

3. Optional (pre-completion and post-completion) Practical Training:

List kind of P.T. for what degree(s) \_\_\_\_\_ Period of P.T. \_\_\_\_\_ Check  Full-time  Part-time

Name of academic institution: \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_

Release date in SEVIS: \_\_\_\_\_ SEVIS ID #: \_\_\_\_\_

\_\_\_\_\_  
 Name of International Student Advisor Title

\_\_\_\_\_  
 Signature Date

Please send/fax this form or present it in person at the International Office when you arrive at Webster University. Your transfer cannot be completed without it.

**IMPORTANT:**

Your transfer cannot be completed until the Designated School Official endorses your I-20, upon your arrival at Webster University.