

Completing The SEVIS Transfer Process

Congratulations on your admission to the University of Maryland, College Park! The decision to attend the University of Maryland will only be the first step in the process of integrating into our community. Among your many initial responsibilities will be to notify USCIS of your move from your current school to the University of Maryland. The international student transfer process cannot be finalized until this step is taken. In fact, failure to complete the SEVIS transfer process in a timely manner is a violation of international student status. International students may complete the transfer process in various ways.

If you plan to remain in the U.S. during the transition period between your old institution and the University of Maryland, then you must be able to begin classes within 5 months of transferring out of your current school.

1. Complete Section A of the International Student Transfer In Form and ask the International Student Advisor at your current (old) school to complete Section B. The advisor will fax or mail the form to us. You should ask for a copy for your records.
2. Sign page 1 of the University of Maryland I-20/DS-2019.
3. Attend the International Student Orientation. Bring your I-20/DS-2019, passport, I-94 card, proof of health insurance, and the completed Transfer Form (original or photocopy) to Documents Check.
4. The International Education Services office (IES) will officially complete the transfer process at Documents Check.

If you plan to travel outside the U.S. during the transition period between your old institution and the University of Maryland, then you should:

1. Take your new, University of Maryland I-20/DS-2019 with you when you leave the country.
2. Sign the I-20/DS-2019.
3. Attend the International Student Orientation. Bring your I-20/DS-2019, passport, I-94 card, and proof of health insurance to Documents Check. You do not need the Transfer In Form.
4. At Documents Check, the International Education Services office (IES) will inspect and photocopy all your immigration documents.

If it will be impossible for you to attend the International Student Orientation, you must **REPORT TO IES WITHIN THE FIRST 15 DAYS OF CLASSES** to complete the transfer process. Please bring your I-20/DS-2019, passport, I-94 card, proof of health insurance, and the completed Transfer In Form (if you remained in the U.S.) to International Education Services.

REMEMBER: Failure to complete the SEVIS transfer process in a timely manner is a violation of international student status. Loss of status will exclude students from benefits such as authorized employment.

International Education Services

3116 Mitchell Building, College Park, MD 20742
www.international.umd.edu/ies



Transfer In Form

SECTION A (TO BE COMPLETED BY THE STUDENT)

Please complete the items in this section if you are an applicant currently attending school in the U.S.

| | | |
|-----------|------------|--------------------------|
| LAST NAME | FIRST NAME | TODAYS DATE (mm/dd/yyyy) |
| UID | EMAIL | PHONE |

LEVEL OF STUDY at the University of Maryland: MEI BACHELORS MASTERS DOCTORATE

SEMESTER AND YEAR you wish to start at the University of Maryland: FALL SPRING SUMMER 20____

I authorize the International Student Advisor at my current institution to provide the information requested below.

| | |
|-----------|-------------------|
| SIGNATURE | DATE (mm/dd/yyyy) |
|-----------|-------------------|

SECTION B (TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR (DSO/RO) AT CURRENT INSTITUTION)

The above-named student has applied to the University of Maryland, College Park. Please complete the following for this student and mail or fax this form back to International Education Services. Fax: 301-314-9347 **NOTE** F-1 School Code: BAL214F00061000, J-1 School Code: P-1-00793

| | | |
|---|---------------------------------|---|
| CURRENT IMMIGRATION STATUS (F-1/J-1) | ADMISSION NUMBER: (1-94 Card) | SEVIS ID |
| CURRENT SEVIS EXPIRATION DATE (mm/dd/yyyy) | SEVIS RELEASE DATE (mm/dd/yyyy) | DATE LAST ATTENDED AT YOUR INSTITUTION (mm/dd/yyyy) |
| PREVIOUS WORK AUTHORIZATION (List authorized dates) | | |

IS STUDENT IN STATUS? YES NO [Please explain below why student is not in status.]

INTERNATIONAL STUDENT ADVISOR / DSO / RO

| | |
|-------------------|------------------------------|
| NAME | INSTITUTION'S NAME & ADDRESS |
| SIGNATURE | |
| DATE (mm/dd/yyyy) | |
| PHONE | |
| E-MAIL | |