

Garrett-Evangelical Theological Seminary SEVIS Transfer-In for F-1 Visa Holders

You are considered a SEVIS Transfer Student for VISA purposes if all of the following apply:

- You attended an academic program in the US immediately before attending Garrett-Evangelical (i.e. Bachelor's program, Master's program, PhD program, etc.).
- You are currently in the US in F-1 Student Status and will not leave the US for longer than five (5) months between programs.
- You are currently "Active" in SEVIS, the Student and Exchange Visitor Information System.
- The last day of classes of your previous program or the last day of post-completion Optional Practical Training (if applicable) is less than five (5) months from the start of your program at Garrett-Evangelical.

OR

- You plan to enter the US in F-1 Visa Status prior to the beginning of your program at Garrett-Evangelical (for example, for English Language courses or summer school).

NOTE:

The Garrett-Evangelical Office of Admissions may not consider you a "transfer student." A transfer student for admissions purposes typically refers to a student entering Garrett-Evangelical mid-way through their program of study. Not all transfer students for "admissions purposes" will be considered SEVIS Transfer Students for Visa purposes. This includes students who have attended school outside of the United States prior to attending Garrett-Evangelical.

Transferring Your SEVIS Record to Garrett-Evangelical

You are admitted to Garrett-Evangelical and are currently in F-1 Student Status (SEVIS Active in an academic program or on F-1 OPT)

If you are currently in F-1 status, your current school, let's call it "School A," must transfer your active F-1 record in SEVIS after you complete your program, after you complete your final semester/trimester of enrollment or after you complete your post-completion Optional Practical Training (OPT).

Once you have completed your program or OPT, complete the top portion of the Garrett-Evangelical Transfer-In Form. After you have completed the top portion of your Garrett-Evangelical Transfer-In Form, provide the form to the International Student Advisor (A/RO or P/DSO) at "School A" and request your record be transferred to Garrett-Evangelical. This request initiates the transfer procedure that ensures you keep the same SEVIS ID number when you move from "School A" to Garrett-Evangelical.

Your International Student Advisor at "School A" will then need to **complete** the remainder of the Garrett-Evangelical Transfer-In Form, return it to Garrett-Evangelical Admissions, per the instructions on the form, and then schedule a **transfer** of your record in SEVIS to Garrett-Evangelical.

You must ask your International Student Advisor at "School A" to transfer the record within 60 days of your completing your program or OPT, or prior to the expiration of your I-20 form if you are not completing your program at "School A." The last day of your classes or OPT must not be more than five (5) months from the first day you will attend classes at Garrett-Evangelical.

Garrett-Evangelical CANNOT issue an I-20 form to you until after you complete your academic program or OPT under "School A." Garrett-Evangelical CANNOT issue an I-20 form to you until after your SEVIS record is transferred from "School A" to Garrett-Evangelical.

Garrett-Evangelical Theological Seminary

Receiving your Garrett-Evangelical I-20

After your International Student Advisor at "School A" has transferred your SEVIS record to Garrett-Evangelical, AND Admissions has received your deposits, required supporting financial documents, copies of your immigration documents, and the required Transfer-In Verification Form, Garrett-Evangelical Office of Student Life will issue a "Transfer Pending" I-20 form to you. This I-20 indicates that you are transferring from "School A" to Garrett-Evangelical.

Completing your SEVIS Transfer

To complete your SEVIS transfer, you will be required to complete your mandatory ISSO Online Check-In and register as a full-time student (register for a minimum of 9 credit hours). The ISSO will then complete your SEVIS transfer and issue you an I-20 form indicating "Continued Attendance" at Garrett-Evangelical.

Note:

Save ALL I-20 forms that are issues to you from any school(s) you have attended. You will need these original I-20s when applying for certain F-1 benefits such as employment after graduation, or if you intend to apply for another Visa category in the future.

DO NOT THROW AWAY YOUR OLD I-20s

**Garrett-Evangelical Theological Seminary
Garrett-Evangelical Theological Seminary Transfer-In Form**

Section 1: To be filled out and submitted to the Office of Admissions by admitted students requesting a transfer of their F-1 SEVIS record to Garrett-Evangelical from a US University/College/Language Program/Optional Practical Training.

Family Name: _____ First Name: _____ What is your Visa status? F-1 Other

Current US Address: _____ Email Address: _____

Will you travel outside of the US prior to attending Garrett-Evangelical? Yes No
If yes, when will you depart, or when did you depart the US? _____

What is your anticipated arrival date in the US? _____

What is the expiration date on you F-1 Visa (not applicable for Canadian citizens)? _____

By signing below, I grant permission for the information provided on this form to be forwarded to Garrett-Evangelical.

Signature of Student

Date

Section II: To be completed by the International Student Advisors (P/DSO or A/RO) of current institution:

The F-1 Program School Code for Garrett-Evangelical is xxxxxxxxxxxxxxxx.

SEVIS ID: NOOO _____ Expiration date of I-20/DS-2019: _____
mm/dd/yyyy

SEVIS Record Transfer Release Date: _____
mm/dd/yyyy

Name and Address of Your Institution: _____

P/DSO or A/RO Contact Phone Number and Email: _____

Student's Degree Level and Major Area of Study: _____

Is/Was the student pursuing a full course of study? (Y/N) _____

SEVIS Record Transfer Release Date: _____ to _____ F/T P/T
mm/dd/yyyy mm/dd/yyyy

Is the student in status according to Immigration Regulations and eligible for transfer? Y/N _____

If yes, indicate all authorizations (use reverse side if needed):

CPT or OPT (circle one per post) _____ to _____ F/T or P/T
mm/dd/yyyy mm/dd/yyyy

Section III: Signature of International Student Advisors (P/DSO or A/RO) of current institution

Signature of P/DSO or A/RO

Name and Title (Please Print)

Date

Please scan and return this form, along with copies of ALL I-20/DS-2019 forms, passport, US Visa, paper I-94 card (front and back) OR electronic I-94, and EAD card (if applicable) via email to katherine.fahey@garrett.edu in the Office of Admissions.