If you are transferring to Oregon State University (OSU) and INTO OSU from another school in the U.S., you will need to complete a transfer in the Student and Exchange Visitor Information System (SEVIS). You should contact an International Student Advisor at your current school to discuss any requirements and procedures they may have concerning the transfer process.

**SEVIS Transfer Process and Receiving Transfer Pending I-20**

The transfer process:

1. Gain admission to OSU or INTO OSU.
2. International Student Advisor at current school completes Part 2 of “F-1 Transfer In Form” (see reverse side).
3. Fax, email, or mail completed transfer form to International Student Advising and Services (ISAS). This is your responsibility, though some schools may offer to fax it on your behalf.
4. International Student Advisor at current school releases your SEVIS record to OSU.
5. ISAS issues a Transfer Pending I-20. Please allow 5 business days for ISAS to issue Transfer Pending I-20 once SEVIS record has been released to OSU from your previous school.

**Reporting to OSU and INTO OSU and Receiving Transfer Completed I-20**

After you arrive at OSU and INTO OSU, you will need to complete three steps to meet the reporting requirement and maintain your F-1 visa status:

- Attend the International Student Orientation
- Complete Immigration Document Check-In
- Register full-time (Full-time registration in summer is also required if you are starting your program at OSU in a summer term)

Once you have completed all three reporting requirements, ISAS will issue you a Transfer Completed I-20, generally by the end of the second week of the term. This I-20 will complete the transfer process to OSU or INTO OSU and will replace your Transfer Pending I-20.

**Other Considerations**

**Employment**

Fully-admitted degree seeking students will be eligible to work on-campus (including as part of a graduate assistantship) as soon as your SEVIS record has been released to OSU. You will need a valid Transfer Pending I-20 to complete the OSU hiring paperwork. Conditionally admitted and INTO OSU students cannot work in the US.

**Travel**

Use your OSU Transfer Pending I-20 to re-enter the United States if you plan to travel before beginning your studies at OSU. No travel signature is needed to travel with a Transfer Pending I-20.

**F-1 Visa**

You do not need to apply for a new F-1 visa stamp unless your visa has already expired and you plan to travel outside the United States. Your current F-1 visa will remain valid until its expiration date, regardless of the school name listed on it. Use your Transfer Pending I-20 if you need to renew your F-1 visa. You do not need to pay the SEVIS fee again if you have maintained your F-1 status.
F-1 TRANSFER IN FORM

Complete this form with an international student advisor or Designated School Official (DSO) at your current school and return it to our office by fax, email, or regular mail. Please do not have your SEVIS record transferred to OSU and INTO OSU until you have been fully admitted to the university or to your INTO OSU Program. (Graduate Students – admission must be approved by both the department and the Graduate School.)

PART 1: To be completed by the student

OSU and INTO OSU Information: (please print clearly)

Last Name (Family) ___________________________ First Name ___________________________

OSU Student ID ___________________________ Phone # ___________________________

Email ___________________________

Term you have been admitted to OSU ☐ Fall ☐ Winter ☐ Spring ☐ Summer 20________

Foreign Address:

Address Line1: ___________________________ State/Province/Region: ___________________________

Address Line2: ___________________________ City: ___________________________

Postal Code: ___________________________ Country: ___________________________

Transfer Pending I-20 Delivery Method: (please check one)

☐ I will pick up my Transfer Pending I-20 from the ISAS office.

☐ I will have a friend pick up my Transfer Pending I-20 from the ISAS office. Name of Friend ___________________________

☐ Express mail my I-20. Sign up for express mail here: http://oregonstate.edu/international/atosu/shipping

☐ Mail by regular United States Postal Service (international or domestic)*. (please complete mailing address below)

Current Mailing Address:

Address Line1: ___________________________ State/Province/Region: ___________________________

Address Line2: ___________________________ City: ___________________________

Postal Code: ___________________________ Country: ___________________________

*Estimated Regular Mail Delivery Time: U.S. Addresses 3 – 5 business days | International Addresses 7 – 14 business days
PART 2: To be completed by an International Student Advisor or DSO at your current school

OSU and INTO OSU are listed in SEVIS as “Oregon University System – Oregon State University” in Corvallis, OR –

School Code: POO214F00002000

SEVIS ID # __________________________ I-20 program end date ___/___/____ SEVIS release date ___/___/____

Date student was last enrolled at your school ___/___/____ Is the student in valid F-1 status? ☐ Yes ☐ No

If no, please explain:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Curricular Practical Training: ☐ Yes ☐ No If yes, which degree level(s) ________________________________

Optional Practical Training: ☐ Yes ☐ No If yes, which degree level(s) ________________________________

Has the student been authorized for an Academic Reduced Course Load? ☐ Yes ☐ No

Has the student been authorized for a Medical Reduced Course Load? ☐ Yes ☐ No Number ________

__________________________________________________________________________________________________
Signature of International Student Advisor or DSO Printed name Date

__________________________________________________________________________________________________
Name of school Phone number Email address

Please fax or email this form to (541) 737-6226 or isas.advisor@oregonstate.edu