

## Transfer Verification Form

This form is required for all students who are *currently in F-1 or J-1 status (including those on Practical Training) and have been accepted* to study at the College of William and Mary. The form must be completed and returned to us before we can issue an I-20 or DS-2019 for study.

### Section A: To be completed by student/applicant

Please complete Section A and give it to your international student advisor to complete Section B. ***Please attach copies of all I-20s/DS-2019s previously issued to you.***

Name \_\_\_\_\_ E-mail address \_\_\_\_\_  
                   LAST NAME,      First name,      Middle name

I will travel outside the US before attending W&M      \_\_\_ Yes\* Date: \_\_\_\_\_      \_\_\_ No

*\*Note: If you will travel outside the US after completing the program at your current school, but before starting at William and Mary, you need to use the I-20 or DS-2019 from William and Mary when reentering the US.*

I hereby request my current international student advisor to provide the information listed in Section B.

\_\_\_\_\_      \_\_\_\_\_  
                   Student's signature      Date

### Section B: To be completed by the (P)DSO/(A)RO (International Student Advisor)

Please complete and fax/mail this form to:

**Attention: Stephen Sechrist**  
**Reves Center-GEO, College of William & Mary**  
**P.O. Box 8795, Williamsburg, VA 23187-8795**

**Tel. 757 221 3437**  
**Fax. 757 221 3597**  
**globe@wm.edu**

1. Current Immigration Status      \_\_\_ F-1      \_\_\_ J-1 category: \_\_\_\_\_      \_\_\_ Other: \_\_\_\_\_
2. SEVIS ID Number \_\_\_\_\_ SEVIS Release Date \_\_\_\_\_
3. To the best of your knowledge, is the student currently "in status"?      \_\_\_ Yes      \_\_\_ No  
     If No, has a reinstatement to student status been filed with CIS?      \_\_\_ Yes      \_\_\_ No
4. Date (Month/day/year) of last attendance at your school: \_\_\_\_\_
5. Please indicate the dates and education level for any employment that the student was authorized:  
     CPT: \_\_\_\_\_  
     OPT: \_\_\_\_\_  
     AT: \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_  
 Name and Title of DSO or ARO completing this form      Signature

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
 Name of Institution      Telephone Number      Date

**NOTE: Please attach copies of all I-20s/DS-2019s previously issued to the student.**

*This page is provided to the student for informational purposes only.*

## **F-1 SEVIS Transfers to the College of William and Mary (W&M)**

Students currently attending a school in the US in F-1 student status must follow SEVIS Transfer procedures when beginning study at a new school. Below is an outline of the process and requirements for transferring a SEVIS record.

### **Eligibility**

- Student is in valid F-1 student status and has an Active SEVIS record
- New program will begin within *5 months* of end date of current program or OPT

### **Process**

**Step 1:** Student informs current international student advisor that he/she will begin study at William and Mary and requests him/her to complete the Transfer Verification Form (available online at [www.wm.edu/reescenter/iss/forms.php](http://www.wm.edu/reescenter/iss/forms.php)).

**Step 2:** Advisor at current school completes the form and sets a future “release date” in SEVIS. This is the date that the record will be released from the control of the current school and made available to W&M.

- Release date is usually at the end of the semester, after final exams
- Students on OPT may want to select a release date closer to start of international orientation so as to allow them to maximize use of OPT
- Release date may be within grace period (i.e. 60 days after completion of program or OPT)

**Step 3:** Advisor at Global Education Office (GEO) at W&M will access the SEVIS record and issue a W&M Transfer Pending I-20.

**Step 4:** Student comes to orientation check in and brings W&M I-20, passport and I-94 card.

**Step 5:** Advisor at GEO will complete transfer in SEVIS and issue an updated I-20 within 30 days of semester start date.

### **Notes**

**Travel:** Students travelling abroad after their current program or OPT ends, but before starting at W&M, must reenter the US with the W&M Transfer Pending I-20. Students on OPT may travel abroad on their current I-20 unless their SEVIS record has been released to W&M.

**Visa:** When traveling abroad, students do not need to apply for a new F-1 visa unless current visa is expired. The school name on the visa and the I-20 only have to match for initial entry in F-1 status (i.e. the first time the student enters in F-1 status). If a new visa is required, the W&M Transfer Pending I-20 must be used.

**SEVIS Fee:** Students in “transfer status” do *not* need to pay the SEVIS (I-901) Fee.

**OPT:** For students on OPT, the date a SEVIS record has been released to W&M is the date OPT is voided if it has not already expired.

**Please notify GEO ([globe@wm.edu](mailto:globe@wm.edu)) if you have travel plans!!!!**