



## Instructions to process F-1 Transfer to Boston University – International Admissions

This form is intended to confirm SEVIS transfer eligibility in accordance with the F-1 regulations of the U.S. Citizenship and Immigration Service (USCIS). It is required of **all** international students currently in the U.S. in F-1 status, regardless of whether or not the student intends to travel outside of the U.S. before beginning studies at Boston University. **The student and the Designated School Official must complete this form in order for Boston University to issue a Certificate of Eligibility for Nonimmigrant (F-1) Student Status (SEVIS Form I-20).** Please follow the instructions below:

- 1) Notify the school that currently sponsors your F-1 status of your academic acceptance and intent to transfer your F-1 SEVIS record to Boston University. A Designated School Official at your current school will need to:
  - a. Complete and sign "Section 2" of this form
  - b. Enter into SEVIS your intent to transfer to Boston University
  - c. Enter into SEVIS a "transfer release date" on which your electronic record will become accessible to Boston University for processing.

Please make certain of your decision to transfer as well as the official release date, as your current school can only release your SEVIS record to one school. Also, please be reminded that:

- Transferring your SEVIS record during a period of authorized F-1 Optional Practical Training (OPT) will cancel your OPT employment authorization.
  - Your SEVIS record must be released to Boston University within 60 days of your current program completion date (or within 60 days of the end of your OPT).
  - If you are unable to obtain the signatures on this form, contact our office at [intadvis@bu.edu](mailto:intadvis@bu.edu)
- 2) Return this form to Boston University via email to [intadvis@bu.edu](mailto:intadvis@bu.edu) after your DSO has completed Section 2, along with copies of all of the following immigration-related documents as PDF or TIFF files:
    - a. Copy of the biography data page(s) of your unexpired passport including the passport expiration date page
    - b. Copy of most recent F -1 visa's data page
    - c. Copy of most recent I-94 form record, printed from <https://i94.cpb.dhs.gov>
    - d. Copies of all of your previous I-20 forms issued by every you school attended in the U.S on an F-1 visa

**PLEASE E-MAIL ALL DOCUMENTS TO [intadvis@bu.edu](mailto:intadvis@bu.edu)**

- 3) Boston University will issue a "Transfer Pending" I-20 once we have a complete file and **after** the SEVIS transfer release date noted on the completed page 2 of the Eligibility Confirmation for F-1 Transfer form.
- 4) You are eligible to remain in the US while you transition to Boston University. If you choose to depart the US, you will need to present the following documents to re-enter the US in F-1 student status:
  - a) Valid passport
  - b) A valid F-1 visa in your passport
  - c) Your new Boston University Transfer Pending SEVIS Form I-20
  - d) We also encourage you to travel with proof that you have paid your SEVIS fee. To obtain a SEVIS fee payment confirmation receipt, please go to [www.fmjfee.com](http://www.fmjfee.com).
- 5) You must complete the transfer process by reporting to the Boston University International Students & Scholars Office (ISSO) **no later than 15 days after the start date indicated on your Boston University SEVIS Form I-20**. Failure to report to the ISSO by this deadline could jeopardize your F-1 student status.

Please keep this page for your records and submit a copy of the completed Eligibility Confirmation for F-1 Transfer Form to BU International Admissions at [intadvis@bu.edu](mailto:intadvis@bu.edu).



Boston University, Office of International Admissions: 881 Commonwealth Avenue, 6th Floor, Boston, MA 02215
Phone: 617-353-4492 | Fax 617-353-5334 | E-mail: intadvis@bu.edu

Section 1: To be completed by student

Name and Date of Birth: (Please print):

Family / Last Name Given / First Name Date of Birth (mm/dd/yyyy)

BU ID#:

Most Recent (or Last) Address in the U.S.: (this may be the address of your residence at your current school)

Street Number Street Name Apt. #

City State Zip Code

E-mail Phone

Traveling outside the U.S. before BU program start: YES / NO (please circle)

- If YES, please provide date of departure from the US and your return date to the US

- And your destination outside the US (mm/dd/yyyy)

Name of Current School:

I have read and understand the information on the ISSO transfer instruction web page (www.bu.edu/isso/transferin). I hereby authorize a Designated School Official (DSO) at the school named above to complete Section 2 of this form and return it directly to the Office of International Admissions at intadvis@bu.edu on my behalf.

Signature:

Date: (mm/dd/yyyy)

Section 2: To be completed by a Designated School Official (DSO)

Ask the Designated School Official (DSO) at your current institution to complete this form. If you are unable to obtain the signatures on this form, contact our office at intadvis@bu.edu.

Boston University School Code: BOS.214.F.00056.000

A. VERIFICATION OF F-1 STUDENT STATUS INSEVIS

The transfer for the above-referenced student has been entered into SEVIS. The following information is provided in order for the transfer of the SEVIS record to be processed by Boston University in accordance with 8 CFR 214.2(f)(8)(ii)(C).

- F-1 Student's SEVIS Identification Number: N
Last date of attendance in current program: month day year
End date of current OPT period (if applicable): month day year
F-1 Student's Transfer Release Date in SEVIS: month day year

B. STUDENT'S ELIGIBILITY FOR TRANSFER BY NOTIFICATION (choose one)

- I hereby confirm that, to the best of my knowledge, the above-referenced student is considered to be maintaining lawful F-1 status and is eligible for transfer.
I hereby confirm that, to the best of my knowledge, the above-referenced student is currently participating in OPT and has met all SEVIS reporting requirements and has not exceeded the permitted days of unemployment.
I hereby confirm that, to the best of my knowledge, the above-referenced student is not eligible for transfer for the following reason(s). [Please attach separate sheet if you need additional space]:

Name of School Phone Number E-mail Address

DSO Name (printed) DSO Signature Date (mm/dd/yyyy)