All F-1 or J-1 students must complete an "immigration transfer" when enrolling in another school. These procedures are separate from the transfer of academic credit. The transfer process is a multi-step process; it is the student's responsibility to make sure all steps are completed.

1. Read all of the information here, and complete and sign Part 1 of the Transfer Release Form For Students in F-1 Status (PAGE 2 OF THIS DOCUMENT).

2. Meet with the immigration advisor at your current institution to request a "transfer release" from that school to Suffolk University. Present your completed transfer release form to your advisor at this time. Please consider your transfer choice carefully, since it will be very difficult to change your transfer request to a new school if you choose not to enroll at Suffolk University. Do not ask your previous school to transfer your SEVIS record to Suffolk unless you are certain that you have been admitted to Suffolk and that you intend to enroll here. Once you are certain that you will attend Suffolk, you can establish your desired "transfer release date" with the advisor at your current institution.

3. Make sure that you have submitted the following documents to the Office of Undergraduate Admission at Suffolk University:
   - Copy of current passport
   - Copy of current visa
   - Copy of all previous I-20s from your current and previous institutions
   - Certificate of Finances

After you have submitted the above items and the transfer release date on your SEVIS record has arrived, we will issue your Suffolk University I-20 via SEVIS. This I-20 will be mailed to you at the address indicated on your application for admission. Be sure to notify the International Student Services Office if the form should be sent to a different address.

You can use the I-20 to travel outside the US and re-enter, or you can remain in the US, and the University will process your transfer in SEVIS once you enroll in classes. If you travel, you may use the visa sticker from your old school with the Suffolk I-20 if the visa is still valid. If the visa sticker has expired and you are traveling, you should visit the US embassy to obtain a new one. If you remain in the US, you do not need to worry about an expired visa sticker, since it is necessary only when you travel outside the US and re-enter at an airport or border crossing.

When you arrive at Suffolk for classes, you must report to the International Student Services Office (ISSO) on the sixth floor of 73 Tremont Street to complete the final step of the transfer process. You must report no later than 15 days after the start date on your Suffolk I-20. Failure to report to ISSO within this timeframe will result in the loss of your F-1 student immigration status.

Please note: If the immigration advisor at your previous institution has terminated your I-20 or DS-2019 for failure to maintain status, you are required to contact ISS to discuss your situation before you submit this form. It may be necessary for you to travel out of the US or apply for reinstatement with US Citizenship and Immigration Services (USCIS).

If you have any questions about the transfer process, please contact the International Student Services Office (ISSO)

Suffolk University
International Student Services Office
8 Ashburton Place, Boston, MA 02108-2770
(mailing address)
73 Tremont Street, 6th Floor
(on-campus address)
1.800.6SUFFOL(K)
Tel: 617.573.8154
Fax: 617.305.1751
issosuffolk.edu
www.suffolk.edu/issos
PART I: FOR THE STUDENT

Please read on page 1 the Procedures for F-1 Students Transferring to Suffolk University From Another School in the US carefully before completing this form. Then complete Part I only and present the form to the immigration advisor at the institution you are currently attending or have most recently attended.

Name: ____________________________________________________________________________________________

LAST (FAMILY NAME)               FIRST (GIVEN NAME)          MIDDLE INITIAL                    BIRTHNAME (MAIDEN)                      NICKNAME

Email: ____________________________________________  Telephone: _______________________________

Anticipated Entry Term: 20______

☐ Fall (September)  ☐ Spring (January)  ☐ Summer (June/July)

I hereby grant permission for the information requested below to be released to Suffolk University.

SIGNATURE         DATE (MONTH/DAY/YEAR)

SEVIS ID #: ________________  SEVIS Transfer Release Date: ________________

PLEASE RELEASE THE SEVIS RECORD TO SUFFOLK; ON THE TRANSFER-OUT PULL-DOWN MENU, WE ARE LISTED AS “SUFFOLK UNIVERSITY - SUFFOLK UNIVERSITY.”

PART II: FOR THE IMMIGRATION ADVISOR

The student noted above wishes to transfer to Suffolk University. Please provide the information requested below and return by mail to: International Student Services Office, 8 Ashburton Place, Boston, MA 02108 or fax it to 617-305-1751.

SEVIS ID #: ________________  SEVIS Transfer Release Date: ________________

Please indicate the following:

Dates of attendance at your institution: ___________________________

To the best of your knowledge, is the student maintaining valid F-1 status and eligible to transfer?  ☐ Yes  ☐ No

If no, please explain: __________________________________________________________________________________

__________________________________________________________________________________________________

Please list any periods of Optional or Curricular Practical Training: _______________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

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__________________________________________________________________________________________________

DESIGNATED SCHOOL OFFICIAL NAME AND TITLE  NAME OF INSTITUTION

DSO SIGNATURE                     DATE

EMAIL                            TELEPHONE

IF THERE ARE ANY ADDITIONAL COMMENTS YOU WOULD LIKE TO MAKE, PLEASE ATTACH THEM TO THIS FORM.