

We are happy that you have chosen to continue your U.S. education with Youngstown State University! The United States Citizenship and Immigration Service (CIS) requires that F-1 students complete a school transfer procedure when changing to a new school while remaining in the U.S. You must complete the process during the first 15 days at your new school to maintain F-1 status.

HOW TO COMPLETE YOUR SCHOOL F-1 TRANSFER PROCEDURE

Complete Part I of the attached Request for F-1 Transfer Information form and send it to your international student advisor at your former school to complete Part II and forward it to us. We will provide the Form I-20 for transfer when you arrive to begin study at YSU, unless you inform us that you will be traveling out of the U.S. in between the time you finish at your previous school and your arrival at YSU.

WHAT YOU NEED TO DO AFTER YOU ARRIVE AT YSU

1. Report to International Student Orientation. Orientation is required to register and attend YSU.
2. Make photocopies of the following documents, and bring them AND the originals to International Student Orientation.
 - Passport identification page
 - F-1 and all other U.S. visas
 - Request for Transfer Information
 - Form I-94 Departure record (front & back)
 - I-20's from all U.S. schools you have attended
3. Protect your legal documents; photocopy them. Never destroy any I-20's. Keep them in a safe place.

REQUEST FOR F-1 TRANSFER ELIGIBILITY INFORMATION

Part I: I authorize my current Foreign Student Advisor to provide the information requested below:

Student's name (please print) Student's signature Date

Part II: To be completed by the Foreign Student Advisor:

____ The student has pursued a full course of study through the ____ (last) term attended.
Type & duration of any authorized Practical Training: _____

____ The student has **not pursued a full course of study**, and has been advised to seek status reinstatement.

SEVIS #: _____ SEVIS Release Date: _____

Other/Comments: _____

Name of School Official (please print) Signature Date

Name of Institution Title Phone

Return to: Office of Undergraduate Admissions, One University Plaza, Youngstown, OH 44555. FAX: 330-941-3674.