TRANSFER-IN (SEVIS RECORD) FORM

INSTRUCTIONS:

If you are an international student currently on an F-1 visa from another academic institution in the United States, the following steps are required:

1. Inform your current international student advisor of your intent to transfer to DigiPen. Be prepared to show your acceptance letter from DigiPen.

2. Complete Part A of the “Transfer In” form below and submit it to your international student advisor for completion of Part B.

3. Your international student advisor must complete Part B and mail or fax the completed form to DigiPen.

4. Your current international student advisor must enter your transfer with the intended transfer date into SEVIS.

5. After the transfer date has been reached, Admissions will be able to access your SEVIS record and create a new I-20 for you.

Please keep this instruction sheet for your reference. Only page 2 will be utilized in the creation of your I-20. Any questions can be directed to Admissions at (866) 478-5236 or admissions@digipen.edu
TRANSFER-IN (SEVIS RECORD) FORM

PART A: TO BE COMPLETED BY THE STUDENT

Surname/Family Name: __________________________ First Name: __________________________
Middle Name (if any): __________________________ Birth date (mm/dd/yyyy): ____________________
Country of Citizenship: ________________________________
Enrollment Semester: □ Fall □ Spring □ Summer / Year: ______
Do you have any dependents? □ Yes □ No / If yes, how many? ______

Student Signature: __________________________________________
Date: __________________________

PART B: TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR

Student’s current visa status: □ F-1 □ J-1 □ Exchange Visitor

Student SEVIS Number: N ____________ ____________ ____________ ____________
Date of graduation or termination of study: __________________________
Is the student eligible for F-1 or J-1 transfer? □ Yes □ No
If no, please explain: ____________________________________________
SEVIS release date: __________________________
Are there any dependents on the student’s SEVIS record? □ Yes □ No / If yes, how many? ______
Has the student been authorized for Optional Practical Training (OPT)? □ Yes □ No
If yes, indicate dates of employment (mm/dd/yyyy): from _____________ to _____________
Name of Designated School Official (print): __________________________________
Title: __________________________
Email: __________________________ Phone: __________________________

Signature: __________________________________________ Date: __________________________

Institution Name: ________________________________
Institution Address (city and state): ________________________________

Upon completion, please fax or mail this form to DigiPen Institute of Technology: Attention
Admissions, 9931 Willows Rd. NE, Redmond, WA 98052. Any questions can be addressed to the
Admissions Department at admissions@digipen.edu or (425) 629-5501.