



SEVIS - Transfer in Request Form

Transfer-in Procedures

Only students currently attending a school in the United States under F-1 status are required to submit this transfer-in form. Please complete the student section below and request that the Designated School Official (DSO) at your current institution complete the remaining section. Belcroft University cannot issue your transfer-pending Form I-20 until the SEVIS transfer release date indicated on this form has been reached. Once the release date becomes effective, Belcroft University will gain access to your SEVIS record and issue your new I-20.

Please complete the information below and submit this form along with a copy of your admission letter to Belcroft University.

Program Information

Please provide your semester of enrollment and select the degree level and program to which you have been admitted at Belcroft University:

☐ PhD Program _____

☐ Dental Programs _____

☐ Master's Programs _____

Semester Enrollment: _____

General Information

Student Name (First - Middle - Last)	
Date of Birth (MM/DD/YYYY)	____ / ____ / ____
Phone Number	
Email Address	
Permanent Address outside of the U.S.	
Current U.S. Address	
Current School Name	
Current School Address	

☐ I authorize my current institution to release my SEVIS record to Belcroft University (SEVIS School Code: _____).

Signature of the Student

____ / ____ / ____
Date (MM/DD/YYYY)



To be Completed by the Your Current School DSO

SEVIS ID	
SEVIS Transfer Release Date	____ / ____ / ____
Student SEVIS Status	☐ Initial ☐ Active ☐ Completed ☐ Terminated
Is the student maintaining valid F-1 status?	☐ Yes ☐ No
I-94 Admission Number	
Name & Title of DSO	
DSO Email Address	
DSO Phone Number	

Signature of the DSO

____ / ____ / ____
Date (MM/DD/YYYY)

Note:

- Along with this form, students must submit a copy of their current Form I-20.
- Students must maintain valid F-1 status at their current institution until the SEVIS transfer release date.
- Incomplete forms may delay the transfer process and issuance of the new Form I-20.