SEVIS Transfer-In for F-1 Visa Holders

You are considered a SEVIS Transfer Student for visa purposes if all of the following apply:

- You attended an academic program in the U.S. immediately before attending Brandeis University (i.e. high school, English Language Program, Associates Program, Bachelor’s Program, Master’s Program, PhD Program, etc.).
- You are currently in the U.S. in F-1 Student Status and will not leave the U.S. for longer than five months between programs.
- You are currently “Active” in SEVIS, the Student and Exchange Visitor Information System.
- The last day of classes of your previous program or the last day of post-completion Optional Practical Training (if applicable) is less than five months from the start of your program at Brandeis University.
- You plan to enter the U.S. in F-1 Visa Status prior to the beginning of your program at Brandeis University (for example, for English Language courses or summer school)

OR

- You plan to enter the U.S. in F-1 Visa Status prior to the beginning of your program at Brandeis University (for example, for English Language courses or summer school)

NOTES:
The Brandeis Office of Admissions may not consider you a “transfer student”. A transfer student for admissions purposes typically refers to a student entering Brandeis University mid-way through their program of study. Not all transfer students for “admissions purposes” will be considered SEVIS Transfer Students for visa purposes. This includes students who have attended school outside of the United States prior to attending Brandeis. Students who have attended high school in the U.S. and are admitted to Brandeis University as a mid-year admit (beginning studies at Brandeis University in January) may not be considered SEVIS Transfer Students for visa purposes.

Transferring Your SEVIS Record to Brandeis

Scenario 1: You are entering the U.S. for a summer program before attending Brandeis

If you are attending an ESL or summer program, let’s call it “School A”, then “School A” will issue you a Form I-20. You will take your Form I-20 from “School A” to the local U.S. Embassy or Consulate in your home country to apply for the F-1 Student Visa.

Once you have entered the U.S., inform the International Student Advisor at “School A” of your intent to transfer your SEVIS record to Brandeis University.

Once you have completed your summer program, complete the top portion of the appropriate Brandeis Transfer-In Form. After completing the top portion of your Brandeis Transfer-In Form, provide the form to the International Student Advisor (A/RO or P/DSO) at “School A” and request your record be transferred to Brandeis.

Your International Student Advisor will then need to complete the remainder of the Brandeis Transfer-In Form, return it to Brandeis per the instructions on the form and then schedule a transfer your record in SEVIS to Brandeis.

Brandeis CANNOT issue a Form I-20 to you until after you complete your ESL/summer program. Brandeis CANNOT issue a Form I-20 to you until after your SEVIS record is transferred from “School A” to Brandeis University.

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Scenario 2: You are admitted to Brandeis and are currently in F-1 Student Status (SEVIS Active in an academic program or on F-1 OPT)

If you are currently in F-1 status, your current school, let’s call it “School A”, the “School A” must transfer your active F-1 record in SEVIS after you complete your program, after you complete your final semester/trimester of enrollment or after you complete your post-completion Optional Practical Training (OPT).

Once you have completed your program or OPT, complete the top portion of the appropriate Brandeis Transfer-In Form. Once you have completed the top portion of your Brandeis Transfer-In Form, provide the form to the International Student Advisor (A/RO or P/DSO) at “School A” and request your record be transferred to Brandeis.

Your International Student Advisor will then need to complete the remainder of the Brandeis Transfer-In Form, return it to Brandeis Admissions, per the instructions on the form, and then schedule a transfer your record in SEVIS to Brandeis.

You must request your international student advisor at “School A” to transfer the record within 60 days of you completing your program or OPT, or prior to the expiration of your Form I-20 if you are not completing your program at “School A”. The last day of your classes or OPT must not be more than 5 months from the first day you will attend classes at Brandeis University.

Brandeis CANNOT issue a Form I-20 to you until after you complete your academic program or OPT under “School A”. Brandeis CANNOT issue a Form I-20 to you until after your SEVIS record is transferred from “School A” to Brandeis University.

Receiving your Brandeis I-20

After your International Student Advisor at “School A” has transferred your SEVIS record to Brandeis, AND Admissions has received your VIDOF, required supporting financial documents, copies of your immigration documents, and the required Transfer-In Verification Form, Brandeis will issue a “Transfer Pending” Form I-20 to you. This I-20 indicates that you are transferring from “School A” to Brandeis University.

Completing your SEVIS Transfer

Within 15 days of the first day of classes, the Brandeis ISSO must complete your SEVIS transfer. To do this, you will be required to complete your mandatory ISSO Online Check-In and register for as a full-time student (register for a minimum of 12 credit hours). The ISSO will then complete your SEVIS transfer and issue you a Form I-20 indicating “Continued Attendance” at Brandeis University.

NOTE:
Save ALL Form I-20s that are issued to you from any school[s] you have attended. You will need these original I-20s when applying for certain F-1 benefits such as employment after graduation, or if you ever intend to apply for another visa category in the future. DO NOT THROW AWAY YOUR OLD I-20S!!!