



Albion College

F-1 Transfer-In Clearance Form

An international student with F-1 immigration status can transfer their SEVIS record from one school to another school if they meet certain requirements. This SEVIS record transfer is possible for F-1 students in high school, college, university, or an intensive English institute. Students may apply for a SEVIS record transfer in the middle of a program, during the grace period after completing a program, or after completing a period of Optional Practical Training. The student is responsible for following all steps to receive a new I-20 from the “SEVIS Transfer-In” school before any relevant grace periods expire.

F-1 SEVIS Record Transfer Instructions

1. Gain admission to Albion College, as proven by an admission letter. Follow Albion College admission procedures, including paying your deposit and providing a complete and sufficient Statement of Financial Support.
2. Complete Section 1 of this form. Submit it to the International Student Adviser/ DSO at your current school, and request they complete Section 2. Follow any of their additional procedures for “Transfer-Out.”
3. If you plan to travel internationally between terms, and before you will begin at Albion College, discuss this with both schools. You will need to choose your transfer release date wisely, as Albion College cannot issue an I-20 for you until the transfer release date entered in SEVIS by your current school has passed.
4. After you and your current school have determined the date that your SEVIS record will be electronically released to Albion College, submit this completed form to admissions@albion.edu with the following:
 - A copy of your unexpired passport identity page.
 - A copy of your most recent I-94 Arrival/Departure Record
 - Copies of previous I-20 forms issued to you by other institutions.
 - Copies of any U.S. visas issued and Employment Authorization Cards

After the SEVIS release date has passed, Albion College will issue your Albion I-20 form. SEVIS does not allow schools to issue a transfer I-20 until the release date indicated by your current school. If you will travel between semesters, it is strongly advised to use your Albion College I-20 to travel, renew your visa, and reenter the United States not more than 30 days before the Program Start Date on the I-20.

SECTION 1: To be completed by the student.

Name on your I-20: _____

Date of Birth: _____

Email Address: _____

Current U.S. Address: _____

Permanent International Address: _____

Semester you will begin at Albion College: _____

Will you be traveling outside of the U.S. before starting at Albion College? Circle one: Yes / No

If so, what dates will you leave and return: _____

By signing this document, you authorize the release of information pertaining to the transfer of your SEVIS immigration record from your current school to Albion College.

Signature Date

SECTION 2. Have the International Student Adviser (DSO) at your current institution complete this section and submit to Albion College at admissions@albion.edu.

SEVIS Number: _____ I-94# _____

SEVIS Transfer Release Date _____ Release to: **Albion College: DET214F00019000**

First day attended: _____ Last day attended: _____

This student is in status and eligible for transfer according to 8 CFR 214.2 (f)(8)(i)

This student is out of status:
Termination date: _____
Reinstatement filed on: _____

Authorized employment for Curricular/ Optional Practical Training/ Economic Hardship, if applicable:

Start Date: _____

End Date: _____

Full Time/ Part Time: _____

CPT/ OPT/ Economic Hardship: _____

Please do not release the SEVIS record until an admission letter is issued.

International Student Adviser (DSO): _____

Name and address of institution: _____

DSO's name and title: _____

DSO's phone and email: _____

DSO's signature: _____