Transfer "In" Request

All students currently in F-1 status at any type of institution (high school, college, university, intensive English institute) in the U.S. who plan to transfer to Kansas State University must complete the transfer procedure through SEVIS. Complete this form & return to International Student & Scholar Services (ISSS) at isss@ksu.edu.

Transfer Procedure:
1. Receive admission to Kansas State University
2. Notify your current school of your intentions to transfer.
3. Complete Part I of this form (only after you have been admitted and choose to attend K-State)
4. Have an international student advisor at your current institution complete Part II.
5. After you and your current school have determined the date to have your SEVIS record electronically released to K-State, promptly return this form.
6. Check ISSS website for additional information: http://www.k-state.edu/isss/students/f1/transfer_in.html.

Part I: To be completed by the student
Please complete Part I of the form, sign and submit to the international student office at your school.

Name: _____ Date of Birth: _____
          Family   Given   Middle

Email: _____ Phone number: _____

Semester you intend to begin classes at K-State: ☐ Fall ☐ Spring ☐ Summer of _____
                                                                     year

Will you travel outside of the U.S. between attendance at the two schools?
☐ Yes → An I-20 will be issued after the release date. The new I-20 will be emailed to you.
☐ No → You will receive the new I-20 once you have reported to ISSS and have enrolled in classes at K-State. Notify ISSS by email at isss@ksu.edu and a new I-20 will be issued within 5 business days.

If yes, please provide your travel dates and consult your current advisor to determine if it is best to delay your release date until after your return.

Expected Departure Date: _____ Expected Return Date: _____

I authorize my current institution to provide the information requested in Part II of this form to ISSS at Kansas State University.

Student Signature: _____ Date: _____

Part II: To be completed by International Student Advisor

Please provide the last date of enrollment for the student at your institution:_____

If the next available term is the annual (summer) vacation, has the student completed a full academic year?

☐ Yes ☐ No

If no, please explain: _____

Did the student receive approval for a reduced course load? ☐ Yes ☐ No

If yes, for what reason(s): _____

Release Date: _____   School Code: **Kansas State University: KAN214F00272000**

_____   _____
Printed Name, Title   Signature   Date

_____   _____
Name of School   Phone Number   Fax Number   Email Address