

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 iss@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/iss/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. Email iss@ksu.edu to arrange shipment of new I-20.
 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 iss@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 the International Student and Scholar Services at Kansas State University.

Student Signature: _____ Date: _____

Part II: To be completed by International Student Advisor

Has the student maintained valid F-1 status while attending your institution? Yes No

If no, please explain: _____

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

If yes, for what reason(s): _____

Did the student receive any practical training? Yes No

If yes, state the type, whether authorization was full-time or part-time and the program level and dates

Release Date: _____

Release record to **Kansas State University: KAN214F00272000**

Printed Name, Title

Signature

Date

Name of School

Phone Number

Fax Number

Email Address

KANSAS STATE
UNIVERSITY

International Student
& Scholar Services

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