

## **F-1 Transfer to Olin College**

### **Instructions for F-1 Transfer Report Form**

The purpose of the **F-1 Transfer Report Form** is to confirm eligibility for the transfer of your SEVIS immigration record from your current U.S. school to Olin College. This form is required of all international students currently in the U.S. in F-1 status, regardless of whether or not you intend to travel outside of the U.S. before beginning your studies at Olin. You and your International Student Advisor must complete the F-1 Transfer Report Form in order for Olin to issue your Form I-20. Please follow the instructions below:

1. Notify the school you are currently attending of your acceptance and intent to transfer to Olin College. **Do not complete this form until you have made a final decision to attend Olin College.**
2. Complete “Section 1” of the F-1 Transfer Report Form and send it to your International Student Advisor. Have your ISA complete “Section 2” and send (electronically) the form to Courtney Beach, International Programs Coordinator at Olin College at [cbeach@olin.edu](mailto:cbeach@olin.edu)
3. Submit the Declaration/Certification of Finances and supporting financial documentation to Olin College, along with a copy of your passport, F-1 visa, Form I-94 (if you are currently in the U.S.) and all previous Form I-20s.
4. If all of your documents have been received and are in order, Olin College will issue you a Form I-20 once your current school releases your SEVIS record.

#### **Please return forms to:**

Courtney Beach  
Olin College of Engineering  
International Programs Coordinator  
[cbeach@olin.edu](mailto:cbeach@olin.edu)

#### **Important Considerations:**

- Your current International Student Advisor can only transfer your SEVIS record to one school.
- If you plan to leave the U.S. after you have finished attending your former school and before beginning your studies at Olin, you must use your Olin Form I-20 to re-enter the U.S.

# F-1 Transfer Report Form

## Section 1: To Be Completed by Student

I hereby authorize a Designated School Official (DSO) at the school named below to complete Section 2 of this form and either return it to me or send it to the International Student Adviser at Olin College at the address above.

Name (please print):

Family/Last Name

Given/First Name

Date of Birth:

SEVIS ID Number: N

Most recent U.S. address:

City

State

Zip Code

E-mail

Phone

Name of Current School:

Signature:

Date:

(Month/Date/Year)

## Section 2: To Be Completed by Designated School Official (DSO)

Please confer with the student to select an appropriate transfer release date and then complete Sections A and B below. Please provide all the requested information, sign, and return this form to the International Student Adviser directly along with the student's required documents.

### A. VERIFICATION OF F-1 STATUS

The record for the above-referenced student has been entered into SEVIS. The following information is provided in order for transfer of the SEVIS record to be processed by Olin College.

▪ SEVIS Identification Number:

N

▪ Date of program completion:

▪ F-1 Student's Transfer Release Date in SEVIS:

### B. STUDENT'S ELIGIBILITY FOR TRANSFER

I hereby confirm that, to the best of my knowledge, the above-referenced student (1) has been enrolled in a full course of study, (2) is considered to be maintaining lawful F-1 status, and (3) is eligible for transfer.

I hereby confirm that, to the best of my knowledge, the above-referenced student is not eligible for transfer for the following reason(s).

DSO Signature

E-mail Address

Date (Month/Date/Year)

Name of School

Phone#