

Florida A&M University
Office of International Education and Development (OIED)

INSTRUCTIONS TO TRANSFER FOR F-1 STUDENTS

An International Student who is maintaining status may transfer to another BCIS approved school by following the advanced notification of OIED and BCIS SEVIS transfer procedures prescribed in 8 CFR 214.2 (t)(8)(ii). The following apply:

- An F -I student must be in full time status at all terms at the home institution.
- An F -1 student who was not pursuing a full course of study at the school he/she was last authorized to attend is ineligible for school transfer and must apply for reinstatement or, in the alternative, may depart USA and return as an initial entry in a new F-I nonimmigrant status.
- In the case of an F -I student authorized to engage in post-completion OPT, he/she must be able resume classes within 5 months of transferring out of the school that recommended OPT or the date the OPT authorization ends, whichever is earlier.
- An F-I student must begin classes at the transfer school or program within 5 months of transferring out of the current school or within 5 months of the program completion date on his or her current Form 1-20, whichever is earlier.
- Student must intend to pursue a full course of study at the new school.
- Student must be financially able to attend the new school.
- All F-2 dependants must transfer with F-I and F-2 must be in status as well.

TRANSFER OUT OF FLORIDA A& M UNIVERSITY

F-I student must notify the Office of International Education and Development in writing of his or her plan to transfer out of Florida A&M University at least **45 days in advance** and must indicate the date and school to which he or she will transfer. No any actions will be taken until OIED receives the following documents from a student:

- Complete the Intent to Transfer Form (must include the date, student's ID number and school to which the student will transfer) with copies of *SEVIS 1-20, I-94*, the *Passport* information page(s), and the *U.S. Visa*.
- Both student's academic advisor and department head must sign and date the Intent to Transfer Form that must be submitted on department letterhead.
- A Status Verification Form or Transfer Clearance Form as appropriate from the institution to which you will transfer.
- Admission letter from the college or university where student will transfer in if applicable.

NOTE:

1. If a student changes his/her mind for certain reason, FAMU OIED can only cancel the student's transfer request at the time prior to the release date.
2. The SEVIS release date is the current semester or session completion date, or the date of expected transfer if earlier than the established academic cycle.
3. Although a student may apply to and be accepted by more than one school, SEVIS only allows a student's record to be available to one school at a time.
4. After the release date, a student must work with the appropriate international student advisor or designate of transfer school to accomplish a second transfer to another BCIS approved school or transfer back to his or her previous school.

TRANSFER TO FLORIDA A&M UNIVERSITY

International Students are required to report to FAMU OIED within fifteen (15) days of the program start date listed on the SEVIS Form 1-20; otherwise, a student will be considered out of status and must apply for REINSTATEMENT. The following documents must be presented to OIED when completing the transfer procedures:

- **FAMU OIED Status Verification Form completed by student's previous institution**
- **All 1-20s from student's previous institutions attended (original)**
- **Valid passport (original)**
- **1-94 (original)**
- **U.S. Visa (original)**
- **Form AR-II**
- **EAD for OPT or CPT authorization if applicable.**

Upon receipt of these documents, The Director of International Students and Scholars Services in OIED will update SEVIS and note on the remark section of *SEVIS Form 1-20* that the transfer was completed on (date) MM/DD/YYYY and return the *1-20 Form* to student. Keep the form for your permanent record along with 1-20s issued from schools previously attended.

NOTE: Student will obtain the SEVIS 1-20 when reporting to FAMU's OIED.