

## HOW TO REQUEST AN F-1 SEVIS RECORD TRANSFER

If you are maintaining your F-1 student status, you may request to transfer your SEVIS record to another institution. In order to request that your SEVIS record be transferred to another school, please follow the steps below:

- Apply and gain admittance to a program at a new school.
- Notify a DSO in the Office of International Student Services of your intent to transfer and indicate the school to which you intend to transfer. This can be done through the highlighted link below.
- If your new school has given you a Transfer In or Transfer Clearance form to have completed, be sure to complete the student section of the form and then submit it to a DSO in Marshall's Office of International Student Services. Our office will complete the form, submit it to your new school, and keep the original for our records.
- **Please note:** If your SEVIS record is in Completed or Terminated status, the Office of International Student Services must receive confirmation from the DSO at the new school that your SEVIS record will be accepted upon transfer.

To request a transfer of your F-1 SEVIS record, please submit a form online at:

<http://www.marshall.edu/iss/transferout/>

Processing times for a Request to Transfer F-1 SEVIS Record is 2-3 business days. You will receive an email receipt confirmation. Once your request is processed, you will receive email notification to your Marshall University email account stating the transfer release date (the effective date of SEVIS transfer). If you do not receive notification in a timely manner, please contact the Office of International Student Services at [iss@marshall.edu](mailto:iss@marshall.edu).