



F-1 INTERNATIONAL STUDENT TRANSFER IN FORM

SEVIS Campus Code – PHI1214F10261000/Main Campus Shepherdstown

SEVIS Campus Code - PHI1214F10261002 /Martinsburg Center (MBA)

This form is for international students transferring from another institution in the United States to Shepherd University. Please complete the following steps to obtain your transfer I-20:

Step 1: Submit proof of funding

Step 2: You must complete Section I of this form first

Step 3: Your international advisor/DSO at your current school must complete Section II and send the form back to us **by email** uia@shepherd.edu

IMPORTANT: We cannot issue your I-20 for transfer until your release date (the day you will complete your attendance at your current institution), and receipt of this completed form verifying that you are in status and financial documentation.

Section I – TO BE COMPLETED BY STUDENT

Student's Name: _____

As it appears in passport (Last Name/Family/Surname) (First/Given Name) Middle

Shepherd ID # _____ Email Address _____

Phone Number _____ Date of Birth _____

City of Birth _____ Country of Birth _____ Country of Citizenship _____

Semester I intend to begin at Shepherd: Fall Spring Summer Year: 20____

Present Address _____

Street and Apartment Number City and State Country Zip Code

I request and authorize my present international student advisor (or equivalent campus officer) to provide the information below and release my SEVIS record to Shepherd University.

Student signature _____ Date _____

Section II - TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR:

Please confirm the above student is currently in valid status and eligible to transfer without applying for reinstatement.

Student's SEVIS Number _____ SEVIS Transfer Release Date _____

Last date student was enrolled at your institution _____ Specify Campus/Branch _____

Has the student ever been granted any kind of practical training? ___ Yes ___ No

If so, please identify kind and duration

Name of DSO _____ Email address _____

Name of Institution _____

DSO Signature _____ Date _____