

**University of Portland**  
International Student Services  
5000 N. Willamette Blvd., Portland, Oregon 97203  
T 503-943-7367 | F 503-943-7869  
F-1 Transfer Release Form

***Please return this completed form to the office of International Student Services at the fax number or address listed above. Note: we will not issue you an I-20 until we have received this form and you have been released in the Student Exchange Visitor Information System (SEVIS) by your current school.***

If you will complete your degree program or complete your period of optional practical training (i.e. your EAD will expire) prior to joining The University of Portland, be sure to request a release for transfer within your 60-day grace period.

If you will remain in the U.S. while transferring from your current school to The University of Portland, UP's office of International Student Services will issue you a new I-20 only *after* your SEVIS release date. You will need to complete your immigration transfer after you have arrived at the University and met with an international student advisor (no later than two weeks after the start of the term).

If you plan to travel outside the U.S. prior to beginning your first term at the UP, please initiate your transfer as soon as possible and notify the office of International Student Services. You will need a new I-20 from the UP for re-entry purposes. *Important: Do not use your previous school's I-20 for re-entry to the U.S. if you have no intention of enrolling at your previous school.*

**To be completed by the Student** (Please Print Clearly)

Last name (family) \_\_\_\_\_ First name (given) \_\_\_\_\_  
UP student ID \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Term that you have been admitted to UP (circle one): Fall Spring Summer 200\_\_\_\_\_

Please send my new University of Portland I-20 to my (choose one):

Current Mailing Address: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**To be completed by the International Student Advisor or DSO at your current school**

Student's SEVIS ID number \_\_\_\_\_ SEVIS release date \_\_\_\_/\_\_\_\_/\_\_\_\_  
The University of Portland is listed in SEVIS as "University of Portland" – POO214F00007000

Last date student was registered full-time at your school \_\_\_\_/\_\_\_\_/\_\_\_\_

Expiration date on I-20 \_\_\_\_/\_\_\_\_/\_\_\_\_

Is this student currently in status (circle one)? YES / NO If No, please explain:

\_\_\_\_\_

Has student been approved for optional practical training (circle one)? NO / YES from:

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature of int'l student advisor or DSO Printed name Date

\_\_\_\_\_  
Name of school Phone number Email address

**PLEASE DO NOT ASK YOUR ADVISOR TO RELEASE YOUR SEVIS RECORD TO U OF P UNTIL AFTER YOU HAVE BEEN ADMITTED AND TURNED IN ALL REQUIRED FINANCIAL DOCUMENTATION.**

## **SEVIS Transfer – Frequently Asked Questions**

### ***What is SEVIS?***

SEVIS is the Student and Exchange Visitor System which was designed to help maintain information on international students and exchange visitors in the United States. The SEVIS database allows only one institution to access a student's immigration record at any given time.

### ***Are all students already in the US required to release their SEVIS immigration records to the University of Portland?***

No. Only students currently studying in the US on an F-1 or J-1 student visa must have their SEVIS records transferred to U of P before their U of P I-20/DS-2019 can be issued. If you are not currently studying in the US on an F-1 or J-1 student visa, you do not have to satisfy this requirement. If you are currently on another visa besides F-1 or J-1, please inform the International Office at U of P.

### ***I'm already in the U.S. as an F-1 student. Do I need to get a new transfer I-20?***

Yes. If you are currently attending another school in the US but intend to begin studies at U of P, you must obtain an I-20 from U of P to complete the transfer procedure.

### ***What is required to issue a transfer I-20?***

In order to receive an I-20, you must be admitted to U of P and have submitted financial documentation showing sufficient funds to pay for at least one year of study at U of P (tuition, fees, and living expenses). Please refer to the Declaration of Finances sheet you received with the application packet for the current amount of financial resources required for your I-20. After you are admitted and submit appropriate financial documentation, you should inform the International Student Advisor (ISA) at your current school that you intend to transfer to U of P. Then your ISA will access your immigration record in SEVIS to schedule the release date of your SEVIS record to U of P. Please inform the International Office at U of P of your SEVIS release date at least 2 business days prior to the release date.

### ***What is the SEVIS release date?***

Before we can issue the U of P I-20, your previous school must release your record to U of P in the SEVIS system. An ISA at your current school will access the SEVIS system and electronically enter the date that your SEVIS record should transfer to U of P. We will not be able to issue your I-20 until after this SEVIS release date has passed.

### ***When should I ask my International Student Advisor to release my SEVIS record to U of P?***

Your SEVIS record should be transferred AFTER you have been admitted to U of P and have finished the term at your current institution. To avoid any problems with the transfer of your SEVIS record, please communicate with the ISA at the school you currently attend about your intention to transfer to U of P. The last date we can issue a transfer I-20 is the first day of the term for which you have been admitted. It's very important that you start the application procedure as early as possible to allow sufficient time for the processing of your admission and transfer I-20.

### ***What is the last date U of P can issue my transfer I-20?***

Your transfer I-20 must be issued before the first day of orientation. Please keep in mind that you must be admitted before we can issue the transfer I-20 form. If you are graduating from a school within the U.S., you must complete the transfer process within 60 days of your graduation date. Sixty-one or more days after your graduation date, your school will not be able to transfer your SEVIS record, and you will have to leave the U.S.

### ***After my record is released from my previous school, how long does it take to receive my U of P transfer I-20?***

It usually takes 5 business days to issue your new I-20 after we received your SEVIS transfer and your release date has passed.

### ***What if I change my mind about transferring?***

You should immediately notify an ISA at your current school as well as the International Office at U of P if you decide not to transfer to U of P. We recommend that students make the decision about transferring to U of P before asking to be released in the SEVIS system. If your SEVIS record has not yet been transferred to U of P and you would like to start at U of P at a later date, please let us and we will update your admission to a future term. However, if your SEVIS record has already been transferred/released to U of P and your SEVIS release date has passed, you must attend U of P for at least one term before you can transfer to another school.

### ***What if my visa is expired?***

A student visa is required in order to enter the US. But once you are here in the US, your I-20 is the proof of your current status. As long as you have a valid I-20 from the school you are currently attending and you have maintained your immigration status, you can remain in the US even if your visa is expired. However, if you plan to travel outside the US, you will need to apply for a new F-1 visa before you can re-enter.

### ***If my F-1 visa is still valid and I leave the US for a short vacation, do I need to apply for a new visa in order to come back?***

No. You do not need to apply for a new visa if your current one is still valid. You should be able to re-enter the US with your current visa and U of P I-20 as long as you are not outside the US for more than 5 months. If your visa was issued for a school other than U of P, please contact the US embassy in your home country to verify that you should be allowed to enter by the US border officials.