Dear Student:

You must complete this form if:
- You are inside the United States, and
- You currently hold F-1 student visa status or are on Optional Practical Training (OPT), and
- You plan to transfer your SEVIS record to the University of St. Thomas

Your SEVIS record will not be transferred until all of the following steps occur:
- You are admitted to your program at the University of St. Thomas.
- You turn in all supplemental documents required by International Recruiting and Admissions including, but not limited to, this form.
- You show your International Student Advisor your admission letter from your program.
- A St. Thomas Designated School Official (DSO) contacts your International Student Advisor and confirms that St. Thomas is ready to accept your SEVIS record.

If you have lost your admission letter:
- Undergraduate applicants: Contact International Recruiting and Admissions
- Graduate applicants: Contact your graduate program

After you receive your St. Thomas I-20, you must attend a SEVIS Registration and Check-In appointment at International Student Services (ISS), where your SEVIS transfer will be completed. Immigration regulations require that you complete this process within 15 days of the start date on your St. Thomas I-20.

Contact 1-651-962-6650 or oiss@stthomas.edu to schedule your appointment.

Please bring the following documents to your SEVIS Registration and Check-In appointment:
- Your passport picture page
- Your visa picture page, if applicable
- Your I-94 card
- Your St. Thomas I-20
- Your I-20 from your current school (and any other schools you have attended in the United States)

Note: If you will be traveling outside the U.S. after your release date from your current school but prior to beginning classes at St. Thomas, you must complete this transfer process before you depart the US. Failure to do so may prevent you from reentering the US.

If you have questions about transferring your SEVIS record to St. Thomas or any other matter, please contact International Recruiting and Admissions.
University of St. Thomas
SEVIS F-1 Student
Pre-Transfer Information Form

Part 1: To be completed by the Student

Family Name: ___________________________ First Name: ___________________________
Street Address (in U.S.): ___________________________
City: ______________________ State: _______ Zip: ___________ Phone: ______________________
Date of Birth: ______________ UST ID#: ______________________ SEVIS ID#: ______________________
Country of Birth: ___________________________ Country of Citizenship: ___________________________

I hereby authorize my current International Student Advisor to transfer my record to the University of St. Thomas after receiving confirmation from a St. Thomas Designated School Official (DSO).

Student Signature: ______________________________ Date: __________________

Part 2: To be completed by an International Student Advisor or Designated School Official

This form is not a request to transfer the student’s SEVIS record to the University of St. Thomas.

Please do not transfer the student’s SEVIS record until a St. Thomas Designated School Official (DSO) contacts you and confirms that St. Thomas is ready to accept the student’s SEVIS record.

Please check one:

□ Student has maintained status, and is eligible for transfer; she/he was registered for a full course of study the preceding term. Term: ___________ Year: 20____
Recommended SEVIS Release Date: ___________________________

□ Student was authorized for post-completion OPT and is eligible for transfer.
Recommended SEVIS Release Date: ___________________________

□ Student did not register but physically reported; transfer is recommended.
Recommended SEVIS Release Date: ___________________________

□ Student was NOT registered for a full course of study during the preceding term. St. Thomas should advise the student to apply for reinstatement with Immigration and Customs Enforcement (ICE).

Name/Title of person completing this form: ___________________________
Name of institution: ___________________________
Address of institution: ___________________________
City, State, Zip: ___________________________
Telephone & Fax: ___________________________ E-mail Address: ___________________________

Advisor/Official Signature: ___________________________ Date: __________________

Mail, fax, email or deliver in person to:
International Admissions ∙ Mail 5017 ∙ 2115 Summit Avenue, St. Paul, MN 55105
Ph: (651) 962-6150 ∙ Fx: (651) 962-6160 ∙ international@stthomas.edu
SEVIS Institution Number SPM214F00191000 ∙ www.stthomas.edu/intl/