



TRANSFER RELEASE FORM FOR STUDENTS IN F-1 STATUS

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Procedures for F-1 Students Transferring to Suffolk University From Another School in the US

All F-1 or J-1 students must complete an “immigration transfer” when enrolling in another school. These procedures are separate from the transfer of academic credit. The transfer process is a multi-step process; it is the student’s responsibility to make sure all steps are completed.

1. Read all the information here, complete and sign Part 1 of the ***Transfer Release Form for Students in F-1 Status (Page 2 of This Document)***.
2. **Meet with the immigration advisor at your current institution to request a “transfer release” from that school to Suffolk University.** Present your completed transfer release form to your advisor at this time. Please consider your transfer choice carefully, since it will be very difficult to change your transfer request to a new school if you choose not to enroll at Suffolk University.
Do not ask your previous school to transfer your SEVIS record to Suffolk unless you are certain that you have been admitted to Suffolk and that you intend to enroll here. Once you are certain that you will attend Suffolk, you can establish your desired “transfer release date” with the advisor at your current institution.
3. Make sure that you have submitted the following documents to the International Student Office at Suffolk University
 - Copy of Current Passport
 - Copy of Current Visa
 - Copy of Current I-20
 - Certificate of Finances Form from Suffolk
 - Bank Statement or Letter

After you have submitted the above items and the transfer release date on your SEVIS record has arrived, we will issue your Suffolk University I-20. This I-20 will be mailed to you at the address indicated on your Certificate of Finances Form from Suffolk. Be sure to notify the International Student Services Office if the I-20 should be sent to a different address.

You can use the I-20 to travel outside the US and re-enter, or you can remain in the US, and the University will process your transfer in SEVIS once you enroll in classes. If you travel, you may use the visa sticker from your old school with the Suffolk I-20 if the visa is still valid. If the visa sticker has expired and you are traveling, you should visit the US Embassy to obtain a new visa. If you remain in the US, you do not need to worry about the expired visa sticker, since it is necessary only when you travel outside of the US and re-enter at an airport or border crossing.

When you arrive at Suffolk for classes, you must report to the International Student Services Office (ISSO) on the 9th floor of 73 Tremont Street to complete the final steps of the transfer process. It is very important that you report to Suffolk no later than the start date on your Suffolk I-20 to complete your transfer and to comply with immigration regulations. Failure to report to the ISSO within this timeframe will result in the loss of your F-1 student immigration status.

Please note: If the immigration advisor at your previous institution has terminated your I-20 or DS-2019 for failure to maintain status, you are required to contact the ISSO to discuss your situation before you submit this form. It may be necessary for you to travel out of the US or apply for reinstatement with US Citizenship and Immigration Services (USCIS).

If you have any questions about the transfer process, please contact the International Student Services Office (ISSO)

Suffolk University
International Student Services Office
8 Ashburton Place, Boston, MA 02108-2770
(mailing address)

73 Tremont Street, 9th Floor
(on-campus address)

1.800.6SUFFOL(K)
Tel: 617.573.8064 | Fax: 617.742.6761
isso@suffolk.edu | www.suffolk.edu/isso



NAME (LAST NAME, FIRST NAME)

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PART I: FOR THE STUDENT

Please read on Page 1 the procedures for F-1 Students Transferring to Suffolk University From Another School in the US carefully before completing this form. Then complete Part I only and present the form to the immigration advisor at the institution you are currently attending or have most recently attended.

Name: _____
LAST (FAMILY NAME) FIRST (GIVEN NAME) MIDDLE INITIAL DATE OF BIRTH (MM/DD/YY)

Email: _____ Telephone: _____

- Anticipated Entry Term: 20__ [] Fall (September)
YEAR [] Spring (January)
[] Summer (June/July)

I hereby grant permission for the information requested below to be released to Suffolk University.

SIGNATURE

DATE (MONTH/DAY/YEAR)

PART II: FOR THE IMMIGRATION ADVISOR

The student noted above wishes to transfer to Suffolk University. Please provide the information requested below and return by mail to: Center for International Programs and Services (CIPS), 8 Ashburton Place, Boston, MA 02108 or Fax it to 617.742.6761

SEVIS ID #: _____ SEVIS Transfer Release Date: _____
DATE (MONTH/DAY/YEAR)

PLEASE RELEASE THE SEVIS RECORD TO SUFFOLK UNIVERSITY (BOS214F00351000)

Please indicate the following:

Dates of attendance at your institution: _____

To the best of your knowledge, is the student maintaining valid F-1 status and eligible to transfer? [] Yes [] No

If no, please explain: _____

Please list any periods of Optional or Curricular Practical Training (CPT/OPT): _____

DESIGNATED SCHOOL OFFICIAL AND TITLE

NAME OF INSTITUTION

DSO SIGNATURE

DATE

EMAIL

TELEPHONE

IF THERE ARE ANY ADDITIONAL COMMENTS YOU WOULD LIKE TO MAKE, PLEASE ATTACH THEM TO THIS FORM.