

F-1 Transfer-In Form

All F-1 students must complete a transfer of their SEVIS record when transferring to another US institution. Before completing this form, you must have applied to Tarleton State University and officially been accepted into either an undergraduate or graduate program of study

STEP 1: Sign your name below to authorize the release of information from your current school.

I authorize my current school to send the information requested in STEP 4 to Tarleton State University's International Student Services & Programs.

Student's Surname _____ Student's Given Name(s) _____

Signature _____ Date (MM/DD/YYYY) ____/____/____ Tarleton State Student ID # _____

STEP 2: Provide your valid home country address. We cannot issue an I-20 without this information.

Address Line 1 _____ Address Line 2 _____

City _____ State/Province _____ Postal Code/Zip/Pin _____ Country _____

STEP 3: Provide the following information about yourself and your immediate travel plans.

Semester and year of expected enrollment at Tarleton State _____ Date of Birth (MM/DD/YYYY) ____/____/____

Will any dependents come with you to TSU? Y N ***If yes, submit a copy of each dependent's passport***

US Mailing Address to where your I-20 or DS-2019 should be sent _____

If you would rather pick up your I-20 or DS-2019 instead of having it mailed to you, please check here

Will you travel outside the US before starting at TSU? Y N ***If yes, what is your date of departure?** (MM/DD/YYYY) ____/____/____

STEP 4: Send this form to your current school's International Student Office.

Transfer to TSU in the SEVIS system should only be done upon confirmation of admission to TSU

Tarleton Campus Codes (DSOs: Use the code for the campus the student will be attending): **Stephenville:** DAL214F00923000;
Fort Worth: DAL214F00923001; **Fort Worth MLS:** DAL214F00923002; **Waco:** DAL214F00923005; **Midlothian:** DAL214F00923004

To be completed by a Designated School Official (DSO) at your current school:

Institution Name _____ Student's SEVIS ID # N00 _____

Enrollment Dates: Beginning Date (semester/year) _____ Ending Date (semester/year) _____

Please check appropriate statement:

- Enrolled full-time & eligible for notification of transfer
- Application for reinstatement filed on (date) ____/____/____ with USCIS (Please enclose a copy of the reinstatement application.)
- Out of status, semester of last enrollment was _____
- Approved for practical training from ____/____/____ to ____/____/____
- Other _____

SEVIS release date ____/____/____ ***TSU will not process this form without an actual SEVIS release date***

Name and Signature of DSO completing this form _____

Date form completed ____/____/____

Email to: internationalstudents@tarleton.edu

STEP 5: Receive your TSU I-20 and report to International Student Services. The transfer process will not be completed until you have checked-in. F-1 students must report within 15 days of the program start date listed on their I-20. For more information about the transfer-in process, please contact International Student Services at (254) 968-9632 or internationalstudents@tarleton.edu.