



International Student & Scholar Services Office

Marillac Hall Room 210

Phone: 718-990-6083

E-mail: ISS@stjohns.edu

SCHOOL TRANSFER/CHANGE PROCEDURES FOR F-1 STUDENTS

The United States Citizenship and Immigration Services (USCIS) requires that F-1 students complete a “school transfer procedure” when changing to a new school. **This procedure must be completed within 15 days of starting school at St. John’s University.** Failure to do so may result in a termination of F-1 status.

HOW TO COMPLETE YOUR SCHOOL TRANSFER/CHANGE PROCEDURE

- 1) Complete an “Application for a Form I-20” and mail it along with the required evidence of financial support to the International Student & Scholar Services Office.
- 2) Complete Part I of the attached “Request for F-1 Transfer Information” form and mail it to the international student adviser at your former/current school. Your advisor must complete and return the form directly to us.
- 3) If you indicate on your “Application for a Form I-20,” that you plan to travel outside the U.S. before school begins we will mail your Form I-20 to the address listed.

TRAVEL INSTRUCTIONS

YOU WILL NEED THESE DOCUMENTS TO REENTER THE COUNTRY:

✓ **A VALID PASSPORT.** (Unless you are exempt from passport requirements.)

✓ **A VALID F-1 VISA** (unless you are exempt).

You do not need a valid F-1 visa to return if you are traveling to Canada, Mexico, or to islands in the Caribbean for less than 30 days and are not from there. Instead of a valid visa, you must have an I-94 departure record that shows you are F-1 for “duration of status” or D/S.

➡ **If you need to renew your F-1 visa to return to the United States, you must apply for it in your home country.**

If you need more information about how to renew your visa, let us know and we can send you instructions.

➡ **If you have a valid F-1 visa but it has another school’s name on it,** you do not need to get a new one. The school name on your visa does not change until you renew it.

✓ **YOUR NEW ST. JOHN’S I-20.**

✓ **EVIDENCE OF FINANCIAL SUPPORT.** Carry copies of the financial documents you submitted for obtaining your Form I-20.

✓ **YOU MUST HAVE YOUR SJU I-20 STAMPED UPON ENTRY INTO THE UNITED STATES.** It is your responsibility to make sure the officer does this.

- 4) If you indicate on your I-20 application that you do not have any travel plans we will hold your St. John’s I-20 in our office until after you arrive on campus. Upon arrival, we will complete the school transfer/change procedure for you if we have received the “Request for F-1 Transfer Information” from your other school. You must check-in with our office upon arrival on campus.

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WHAT YOU NEED TO DO AFTER YOU ARRIVE AT ST. JOHN'S UNIVERSITY

- 1) **Attend the International Student Orientation.** Orientation is required! You cannot register for classes without attending it.
- 2) **Make photocopies of the following documents and bring them AND the original documents to the International Student & Scholar Services Office as soon as you arrive on campus:**
 - ✓ Passport identification pages
 - ✓ F-1 and all other U.S. visas
 - ✓ Form I-94 Departure record.
 - ✓ SJU I-20 (if it was mailed to you)
 - ✓ I-20's from all schools you attended in the U.S.
 - ✓ "Request for Transfer Information" form (if you have a copy)
- 3) **Protect your legal documents and make photocopies of them. Never destroy any I-20's. Keep them in a safe place.**



INTERNATIONAL STUDENT & SCHOLAR SERVICES

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REQUEST FOR F-1 TRANSFER INFORMATION FROM DESIGNATED SCHOOL OFFICIAL

PART I: To be completed by the student. PLEASE PRINT:

This is to inform you that I intend to transfer to St. John's University in the _____ (*Fall or Spring*) semester. Please complete the information requested below and submit this form to St. John's University International Student & Scholar Services Office (iss@stjohns.edu)

Campus Location: _____ Queens Campus (Jamaica, NY) school code: NYC214F00710000
_____ Manhattan Campus – School Code: NYC214F00710002

NAME _____
Last or Family First Middle

Signature: _____ Date: _____

E-mail address _____ St John's Student ID # (X #) _____

PART II: To be completed by the designated school official and returned directly to this office by email.

☐ The student is/was in lawful F-1 status according to USCIS regulations at this school until _____ date

☐ The student is/was not in lawful F-1 status according to USCIS regulations and my records because:

_____ I am enclosing any information I have available that would be helpful in a reinstatement application.

SEVIS ID # _____ Date of Release: _____

The student has been authorized the following Practical Training benefits:

OPTIONAL: Full-time: _____ months _____ days
Part-time: _____ months _____ days

CURRICULAR: Full-time: _____ months _____ days

This student was authorized for a reduced course load from _____ to _____

Signature of designated school official Date

Name printed Phone

Title and School E-mail Address

School address