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.

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
- F-1 and a
- Form I-94
- SJU I-20
- 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

St. John’s Hall, Room 116
Queens, NY 11439
www.stjohns.edu
Tel: 718-990-6083
Fax: 718-990-2070
E-mail: iss@stjohns.edu

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 (718-990-2070)
PART II: To be completed by the designated school official and returned directly to this office by fax or mail.

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 __________________________