

TRANSFERRING TO MSU

MICHIGAN STATE
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS

Phone: 517.353.1720 | Fax: 517.355.4657

E-mail: oiss@msu.edu | Web: www.oiss.msu.edu

Your immigration document is **NOT ENCLOSED** because you have indicated that you are currently in legal immigration status in the United States and you **MUST** take the additional steps before we can issue your Form I-20 or DS-2019.

If you are currently in F-1 VISA STATUS, follow the instructions in BOX A.

If you are currently in J-1 VISA STATUS, follow the instructions in BOX B.

If you are currently in any other visa status, follow the instructions below.

BOX A: F-1 STUDENTS TRANSFERRING TO MSU

If you are in a lawful F-1 status and are completing or leaving your current institution, or authorized for Optional Practical Training (OPT) and have decided to further your studies at Michigan State University (MSU), then you **must** complete the F-1 transfer process. The transfer process is initiated by your current institution and is completed by MSU.

ELIGIBILITY

- Student **must** be maintaining legal F-1 status
- Student **must** notify MSU of intention to transfer (see *Transfer-In Form* http://oiss.isp.msu.edu/documents/students/transfer_in.pdf)
- You **must** transfer to MSU in the semester admitted. If you are unable to attend in the semester admitted, contact OISS.

TRANSFER PROCESS

1. Request the transfer of your SEVIS record from your current institution to MSU (Program # DET214F00086000).
2. Complete the MSU *Transfer-In Form* (http://oiss.isp.msu.edu/documents/students/transfer_in.pdf)
3. MSU will issue a “Transfer Pending” Form I-20 after your current institution has released your record in SEVIS.
4. If you are outside the U.S., then you must enter the U.S. with your “Transfer Pending” Form I-20, along with your valid Passport, and valid U.S. Visa.
5. Transfer students must report to OISS within 15 days of the program start date to complete their SEVIS record check-in.
6. Once checked-in, OISS will notify you via your MSU email that your “Continued Attendance” Form I-20 has been processed and must be picked up with 1 week of receiving the email.

NOTE: Transferring your academic record and immigration record are two different procedures. Contact the Office of Admissions with questions regarding academic credit transfers.

TRAVEL and TRANSFER

If you intend to travel outside the United States after you have transferred out of your current institution and before you begin your studies at MSU, you **must** re-enter the United States on your “Transfer Pending” Form I-20 issued by MSU. When your “Transfer Pending” Form I-20 is ready, OISS will notify you via your MSU email with detailed instructions on mailing your I-20.

BOX B: J-1 STUDENTS TRANSFERRING TO MSU

J-1 students needing to transfer to Michigan State University (MSU), please contact OISS. **J-1’s intending to travel outside the U.S. please inform OISS as soon as possible.**

NOTE: J-1 Scholars in the Researcher category must apply for a student visa to pursue a degree at MSU, please consult OISS.

All new international students are required to check-in with OISS prior to the start of their first semester at MSU. The check-in process happens during the International Student Orientation Program. Please see dates and times on the OISS website: www.oiss.msu.edu/students_orientation.php.

CHANGE OF STATUS

If your visa type is **not** currently F-1 or J-1 and you are requesting Form I-20 or a DS-2019, you will need to change your visa status. **Remember that obtaining the Form I-20 or DS-2019 is only the first step in this process; further action is required to become an F-1 or a J-1 student.**

To obtain F-1 or J-1 status, you **must** both leave the U.S. with the MSU I-20 or DS-2019 and re-enter **after** obtaining the required VISA Stamp at a U.S. Consulate **OUTSIDE** the U.S. **OR** apply within the U.S. for a change of status, which is a lengthy process.

F-1/J-1 TRANSFER IN

MICHIGAN STATE
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This Transfer-In form must be completed before we can issue you a Michigan State University I-20 or DS-2019.

INTERNATIONAL STUDENT

Please complete Section A of this form, then the international student advisor at your current institution **must** complete Section B. You **must** also provide your current institution with a copy of the letter of admission from Michigan State University's (MSU) Office of Admissions. Your MSU Form I-20 cannot be issued until your current institution has released your SEVIS record to MSU.

SECTION A

THIS SECTION TO BE COMPLETED BY THE STUDENT

Last Name:	First Name:	Middle Name:
Date of Birth:	Email:	Phone:
Current Mailing Address:		
City:	State:	Zip Code:
Semester and Year you will begin study at MSU: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____		
Do you have any dependents (F-2 or J-2 status) that will accompany you to MSU? <input type="checkbox"/> Yes <input type="checkbox"/> No		

I authorize the information requested below, along with my SEVIS record be released to Michigan State University.

Student Signature: _____ Date: _____

SECTION B

THIS SECTION TO BE COMPLETED BY THE CURRENT INSTITUTION'S INTERNATIONAL ADVISOR

ATTENTION: The student named above has requested transfer to Michigan State University (MSU). Your assistance is appreciated in completing Section B below and returning this form by fax or email. **The MSU School/Program Code is: F-1: DET214F00086000 (Michigan State University - Michigan State University). J-1: Contact OISS advisor to facilitate transfer.**

SEVIS Release Date:	SEVIS ID Number: N
Student's nonimmigrant status? <input type="checkbox"/> F-1 <input type="checkbox"/> J-1	Does I-94 card state D/S or end date specific? <input type="checkbox"/> D/S <input type="checkbox"/> Date _____
To the best of my knowledge, is the student in valid immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What date did the student last complete study at your institution? Month: _____ Year: _____	
Current program/level:	
Any authorized Reduced Course Load: <input type="checkbox"/> Academic <input type="checkbox"/> Last Semester <input type="checkbox"/> Medical	
Please indicate any CPT/OPT/AT dates granted to this student: <input type="checkbox"/> F-1 CPT (<input type="checkbox"/> Full or Part-time <input type="checkbox"/>) <input type="checkbox"/> F-1 OPT <input type="checkbox"/> J-1 AT	
Dates: _____	
If J-1, please provide the following information	
Start date of current J-1 program:	What category is marked in #4 on the DS-2019 form?

Institution Name:	DSO/ARO Name:
Phone:	Email:
DSO/ARO Signature:	Date: