GORDON CONWELL
THEOLOGICAL SEMINARY

BOSTON, MA
90 Warren St.
Roxbury, MA 02119
Phone: +1(978) 646-4062
Email: ktussey1@gcts.edu

CHARLOTTE, NC
14542 Choate Circle
Charlotte, NC 28273
Phone: +1(704) 940-5807
Email: ktokic@gcts.edu

SOUTH HAMILTON, MA
130 Essex Street
South Hamilton, MA 01982
Phone: +1(978) 646-4062
Email: ktussey1@gcts.edu

SEVIS Record "Transfer-In" Form

Directions: ONLY For Current F-1 Students in the U.S.

The SEVIS record "Transfer-In" process is only necessary for students who need to "transfer" their Form I-20/SEVIS record from one institution to Gordon-Conwell Theological Seminary.

Only complete this form if you are currently in F-1 visa status with another school or institution (or, if you are in your 60-day grace period following your I-20 end date). This form must be completed and returned to Gordon-Conwell Theological Seminary before an I-20 can be issued. It is used to ensure that your visa status has been maintained as required by law.

If you are seeking a SEVIS record "Transfer-In" to Gordon-Conwell Theological Seminary,

1. The student should complete Part 1 of this form.
2. The student should give this form to the current International Student Advisor to complete Part 2.
3. The student should receive the completed form back from the Advisor, and then the student should send the completed form to Gordon-Conwell Theological Seminary via email to the campus-specific email address above, or to: internationaloffice@gordonconwell.edu

Part 1: Completed by Student

Name _____ Email _____

GCTS Student ID # _____ Country of Citizenship _____ Date of Birth _____/_____/_____

Current Form I-20 End Date _____/_____/_____ OR OPT End Date _____/_____/_____

Name and address of the school that **currently** holds your SEVIS record? _____
School Name

_____
Street City State Zip Code

I authorize the international student advisor at the United States institution I have most recently attended to review the information provided above, as well as the attached document(s), and to provide additional comments as requested on the back of this form.

_____
Student Signature Date of Signature

Part 2: Completed by International Student Advisor at Current School (not GCTS)

International Advisor: Please circle the appropriate responses and answer the following questions, then return the completed form to the student. The student will send the completed form to GCTS.

"Transfer-In" Student Information:

1. Is the information provided by the student in Part 1 complete and accurate according to your institution's records?

   Yes No Please comment: _____

2. Is this student currently "in status" according to government regulations?

   Yes No Please comment: _____

3. Has the student had any difficulties maintaining his/her F-1 visa status, and/or needed to be reinstated?

   Yes No Please comment: _____

4. Has the student had any authorized periods of practical training (CPT or OPT) while in F-1 status at your institution?

   Yes No Please comment: _____

5. Has the student experienced any financial problems while attending your institution?

   Yes No Please comment: _____

6. Has the student experienced any unusual adjustment problems while attending your institution?

   Yes No Please comment: _____

7. What was the student's last date of attendance at your school? **Date:** ____/____/_____
   Or,
   To the best of your knowledge, what will be the student's last date of attendance? **Date:** ____/____/_____

8. Release date for student in SEVIS: **Date:** _____

For students transferring to the South Hamilton, MA campus, please use school code **BOS214F00155000**
For students transferring to the Boston, MA campus, please use school code **BOS214F00155001**
For students transferring to the Charlotte, NC campus, please use school code **BOS214F00155002**

International Student Advisor (DSO) Information:

International Student Advisor (DSO)'s Name and Title _____

Email _____ Phone #: _____
with area code

Mailing Address (please confirm this is consistent with what the student entered in Part 1)

_____

As an International Student Advisor (DSO), I approve a SEVIS record transfer from my institution to the student's future institution, Gordon-Conwell Theological Seminary.

_____
International Student Advisor (DSO) Signature Date of Signature

More Information about SEVIS Record Transfer

For the most up to date transfer information, visit the website for U.S. Immigration and Citizenship Services: https://studyinthestates.dhs.gov/instructions-for-transferring-to-another-school-as-an-f-1-student

Understanding the F-1 Student Transfer Process: F-1 students already in the U.S. are permitted to transfer to another SEVP-approved institution. Transfer students must complete the necessary I-20 Certificate of Eligibility application process at the transfer-in school and notify their current institution (or transfer-out school) of their intent to transfer. After the transfer-out date, the student's record will be transferred electronically through the federal database called the Student and Exchange Visitor Information System (or SEVIS). Remember, however, that your SEVIS record can only be transferred to one school, so you must plan carefully and decide which school you will attend before requesting a transfer. Here are some definitions of terms:

- **Transfer**: The electronic transfer of your SEVIS record (Form I-20) from one certified school to another.
- **Transfer-out school**: The school you currently attend and plan to leave.
- **Transfer-in school**: The school to which you are planning to transfer and begin studies.
- **Transfer release date**: The date on which your SEVIS record is made available to the transfer-in school for update and can no longer be amended by the transfer-out school. This date is set in SEVIS by the transfer-out school.
- **Program start date**: The date your program of study at the transfer-in school begins.
- **Initial admission**: The first admission to the United States by an F-1 student using a given SEVIS ID number.
- **Designated School Official (DSO)**: This is typically your international student advisor. Manages and updates your SEVIS record and I-20.

How long do I have to transfer? When you transfer to another institution, there is a 5-month limit to the transfer eligibility requirement. This means you must begin classes at the transfer school within 5 months of transferring out of your previous school or within 5 months of the program completion date on your I-20 from your previous school, whichever is earlier. You may lawfully remain in the U.S. during this time. Students may be ineligible for transfer within the U.S. because of "the 5-month rule" that prohibits an F-1 student from being outside the U.S. for 5 months or more, consecutively. All transfer-in students are required to report to the transfer-in school within 15 days of the program start date listed on the new I-20.

How do I start the transfer process? Complete this form, with the help of your current school's international student advisor (DSO). This form will notify your current school of where to release your SEVIS record/I-20 and will establish a line of communication between the two schools. Once the transfer-out school releases your SEVIS record on a date determined by you and/or your DSO, the transfer-in school will receive your record and begin processing your request for a new I-20 and student record. After you request to transfer-out, your current school will update your record in SEVIS as a "transfer out" request and indicate the school to which you intend to transfer along with a release date. Your transfer-out school will retain control over your record until you complete the current term and/or reach the release date, unless directed otherwise by you or your school.

What if I decide not to transfer, or to transfer to another school? At your request, your transfer-out school may cancel your request prior to the release date. After the release date specified by on your transfer request form, however, the transfer-in school will be granted full access to your SEVIS record and then becomes responsible for maintaining your record. This means if you decide not to transfer to that school, you will need to contact the DSO at that school to request transfer to another school. Your initial transfer-out school will no longer have any access to your SEVIS record and has no responsibility to maintain your record. At this point, it is your responsibility to maintain your status through your transfer-in school, or whichever school currently has your record.

Can I travel internationally between transfers? Travel outside the U.S. is subject to some restriction. When you are in the 5-month period between schools, you must consult DSOs at both schools to ensure you have everything you need to re-enter the U.S. Generally, you are required by U.S. immigration law to have an endorsed I-20 from the school that holds your active or initial record at the time you attempt to enter the U.S. If for some reason your SEVIS record is in *Terminated* status, you should obtain a new I-20 from the transfer-in school and return to attend that school within 15 days of the program start date on the new I-20.

Do I need to receive a new F-1 visa, stamped in my passport? No. As long as you have followed the proper transfer procedures, you will be able to use your current, unexpired visa to re-enter the U.S., even though it has your previous school's name printed on it.

What if I have already graduated and/or reached the completion date on my I-20? F-1 Students have a 60-day grace period after their program completion date (indicated on line 5 of their most recent I-20). During this grace period, you may request to transfer to another school, assuming you have lawfully maintained status and completed the requirements for enrolling at the transfer-in school in time to complete the necessary procedures for transferring your SEVIS record. If you are authorized for OPT, you can request transfer during your OPT period and within the 60-day grace period following your OPT expiration date.