



# WESTERN CONNECTICUT STATE UNIVERSITY

## TRANSFER IN VERIFICATION FORM

### For Students in F-1 Status

Please complete the top portion of this form, and have the bottom portion completed by the International Student Advisor at the school you currently attend.

#### TO BE COMPLETED BY THE STUDENT:

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

BANNER ID : \_\_\_\_\_ SEVIS ID: \_\_\_\_\_

I hereby grant permission for the information requested below to be forwarded to Western Connecticut State University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL (DSO):

The above named student has applied for admission to Western Connecticut State University. We request that you confirm her/his status at your institution so that we may process a transfer in SEVIS upon the student's admission. WCSU's school code: BOS214F10006000

#### **PLEASE DO NOT RELEASE SEVIS RECORD UNTIL NOTIFIED BY WESTERN CT STATE UNIVERSITY**

Please complete the following and return this form to the student, or email/mail it to us at:

**International Student Advisor –MSC 207  
Western Connecticut State University  
181 White Street  
Danbury, CT 06810**

- What is the student's SEVIS ID? \_\_\_\_\_
- What is the student's "Transfer Release Date"? \_\_\_\_\_
- To the best of your knowledge, is this student currently maintaining status regulations? ☐ Yes ☐ No under USCIS
- If "No," please explain: \_\_\_\_\_  
\_\_\_\_\_
- Is / was the student pursuing a full course of study? ☐ Yes ☐ No
- Please indicate this student's dates of attendance \_\_\_\_\_ to \_\_\_\_\_ at your institution:
- Please list any periods of Optional or Curricular Practical Training: \_\_\_\_\_
- Please note any authorized Reduced Course Loads: \_\_\_\_\_

\_\_\_\_\_  
Signature of DSO

\_\_\_\_\_  
Name and Title of DSO

Date \_\_\_\_\_

\_\_\_\_\_  
Name of Academic Institution

## **Procedures for F-1 Students Transferring to Western Connecticut State University**

If you are transferring to Western Connecticut State University from another U.S. school, you must follow the procedures outlined below.

1. Notify the school that you currently attend that you wish to transfer to WCSU. Ask the designated school official there to:
  - a. Enter into SEVIS your intent to transfer to Western Connecticut State University. Enter into SEVIS a “transfer release date.”
  - b. Complete the bottom portion of the **Transfer Verification Form** on the front of this sheet.
2. Send the **Transfer Verification Form** to our office. If we do not already have on file copies of your pertinent immigration-related documents, please send copies of those as well. We cannot issue a new I-20 to you until we have the following documents in our office:
  - a. A copy of your passport.
  - b. A copy of your Electronic I-94 Arrival/Departure Record.
  - c. Copies of previous I-20s issued to you by other institutions.
  - d. Completed **Transfer Verification Form** (see other side of this sheet.)

Please note also that we must wait until after the “Transfer Release Date” entered into SEVIS by your current school before we can issue your new I-20.

3. You should report to our office (MSC207)) within 15 days of the start of classes. It is important that we confirm your arrival and take note of your new contact information.

**IMPORTANT NOTE: Failure to follow these instructions may result in a violation of your immigration status.**

