Dr. Jabulani Beza International Student Center ◆ Lincoln University
926 E. Dunklin Street ◆ Jefferson City, MO 65102 ◆ Ph: (573) 681-5473 ◆ Fax: (573) 681-5474

INSTRUCTIONS FOR TRANSFER-IN STUDENTS TO LINCOLN UNIVERSITY

International students who are transferring to Lincoln University from a different school must be sure to understand and complete the required Student and Exchange Visitor Information System (SEVIS) requirements for international students, to legally transfer your I-20 and maintain your F-1 student visa status. Failure to complete these transfer procedures will cause you to be out of status and is a violation of student visa regulations and requirements.

Transfer students must complete the following:

1. Complete the International Student Application and submit it with all required documents to Lincoln University International Student Affairs Office along with your valid passport information-photograph page, and 1-94 Arrival Departure Record; include photocopies of any F-2 dependents.
2. Submit a photocopy of any Form 1-20 you have been issued by your current **and** previous schools.
3. Have the international advisor or school official at your current school fill out the **Transfer-In Request Form**.
4. Within the first week of class, return to the International Student Affairs Office (ISC) at Lincoln University to verify your transfer has been completed and pick up your new I-20.

   Your transfer is considered pending until you register for classes. Registration will take place during the first week of orientation. **Please make an appointment with the ISC no later than 7 days from the beginning of your classes.**

After these steps are completed, you will be given a new SEVIS 1-20 from Lincoln University. This will be your official document proving you have legally transferred. These steps must be completed within the first week of the semester to maintain your F-1 student visa status, and are required by the United States Citizenship and Immigration Service for international students. If you have any questions, please feel free to contact the ISC by calling 573-681-5473 or fax 573-681-5474.

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TRANSFER-IN REQUEST FORM TO LINCOLN UNIVERSITY – DSO

Please PRINT all information requested.

_____ _____
Last Name First Name Date

Current U.S. Address:_____

City: _____ State:_____ Zip Code:_____ Phone #: _____

School Name:_____**Campus:**_____

School Address:_____

City:_____State:_____Zip Code:_____

Phone #:_____ Fax #:_____

Anticipated Semester of Transfer: Fall 20_____ Spring 20_____ Summer 20_____

I grant permission for the information requested below to be released and sent to Lincoln University's DSO.

_____
Student's Signature **Date**

International Student Advisor or Designated School Official (DSO)
In compliance with USCIS regulations, it is requested that you confirm the above-named student's status at your institution before approving transfer to Lincoln University.

Current Immigration Status _____ Date of last attendance at your school _____

Is the student in good standing and maintained his/her non-immigrant status? _____

Is the student currently in SEVIS? _____

SEVIS ID NUMBER: _____ **SEVIS RELEASE DATE:** _____

Is the student eligible to receive transcripts from your institution? Yes _____ No _____

Please indicate any dates of OPT: _____ CPT: _____

Additional comments, if applicable: _____
_____

Institutional SEVIS ID Number: _____

DSO Name and Title: _____

DSO Signature and Date:_____
****

DO NOT release this student's I-20 in SEVIS until you receive confirmation that he/she has been admitted to Lincoln University.

Please return this form to: International Student Affairs Office, Lincoln University, 926 E. Dunklin Street, Jefferson City, MO 65102. Phone: 573-681-5473 or Fax 573-681-5474

FOR ISC USE ONLY:

SEVIS updated on _____ **by**_____ **with transfer release date of** _____
(Month/Day/Year) **(ISC advisor's name)** **(Month/Day/Year)**