

# I-20 Transfer to California State University, East Bay

## Instructions for F-1 School Transfer Students SEVIS Record Release & Transfer to CSUEB

If you will begin your studies at CSUEB within five (5) months of your last date of attendance at another U.S. school you are considered to be an “F-1 Transfer Student” under U.S. immigration law. You must follow the school transfer procedures outlined below to maintain your F-1 student status.

### Important to Know Before You Request Release and Transfer of Your SEVIS Record

- **Release of Your SEVIS Record Transfers Your Immigration Record *Only***

Release of your SEVIS record transfers your immigration record only. It does not transfer your academic records or academic course credits earned at a previous institution. You must arrange for these academic transfers separately.

- **Your SEVIS Record May Be Released and Transferred to One Institution *Only***

Your current school can transfer your record to one institution *only*, so you should be certain that you will attend CSUEB before requesting that your SEVIS record be released to us.

- **Your SEVIS Record Release Date Is Your “Transfer-Out” Date**

Your current institution will have access and can make changes to your SEVIS record only until the “Transfer-Out” date is reached. Once your record has been released to us, CSUEB will become your “Transfer-In School.” We can then have access to your SEVIS record, and can issue your CSUEB I-20.

- **Your SEVIS Record Release Date Affects Your Travel Options**

If you travel outside the U.S. before beginning your studies at CSUEB, and return to the U.S. after your SEVIS record release date is reached, you must use the I-20 issued to you by CSUEB –not the one issued to you by your current institution –in order to reenter the U.S. as an F-1 student

- **Your SEVIS Record Release Date Affects Your Practical Training And Work Authorization**

Authorization through your current school for On- or Off-Campus Employment, or for Curricular or Optional Practical Training, ends on your record release date. Subsequent employment must be authorized or approved based on your enrollment at CSUEB.

### Next Steps to Release and Transfer of Your SEVIS Record

1. **Inform** your current school that you have been accepted to CSUEB. Most often you will be asked to complete a “Transfer-Out Form” before your SEVIS record will be transferred by current school.
2. **Provide** your current school with the enclosed copy of your acceptance letter as proof of your admission to CSUEB.
3. **Decide** what your SEVIS record release date will be. Most often, this date will be the same as the end date of the last term attended at your current institution.
  - **Consider** these points when establishing your SEVIS record release date: 1) Your release date will be the soonest we can issue your CSUEB I-20; 2) You must allow for sufficient time after your release date to receive your I-20 and to apply for a new visa, if necessary, before the quarter begins.

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4. **Request** your current institution release you SEVIS record to CSUEB. Your record should be transferred to:

**California State University, East Bay**  
**School Code: SFR214F00137000 - Hayward Campus**  
**School Code: SFR214F00137001 - Oakland Campus: Intensive MBA Program Only**

### Next Steps to Complete the SEVIS Record Release and School Transfer Process

You must complete the School Transfer process within 15 days of your start date of your first quarter at CSUEB in order to maintain your status.

You must both register for classes and complete the New Student Check-In at the Orientation or in the Center for International Education. You must present your Passport, Visa, I-94 and most recent I-20 to complete the Check-In procedure.

**\*\*Please Note:** If your most recent entry into the U.S. was after March 2013, you may not have a paper I-94 Card, but will have an electronic I-94 record, instead\*\*

\*\*To obtain you electronic I-94 please visit [www.cbp.gov/I94](http://www.cbp.gov/I94)

### Your CSUEB I-20

Once CSUEB receives your SEVIS record, we will create a "Transfer-Pending" I-20. After you complete the New Student Check-In described above, we will report your registration to SEVIS and issue you a new I-20 for "Continued Attendance at This School." Your SEVIS ID Number will remain the same for issuance of your new I-20's.

### Your F-1 Visa

If you are transferring your SEVIS record to CSUEB from another U.S. school, you do not need to apply for a new F-1 student visa unless your current visa has expired and you are leaving the United States before beginning your studies at CSUEB.

**Please Note:** It is impossible to obtain an F-1 visa inside the United States.

For further information about obtaining an F-1 student visa, please visit the U.S. Department of Homeland Security's "Study in the States" website at: <http://studyinthestates.dhs.gov/students/getting-a-visa/>.