



F-1 Student Transfer In Procedure

1. Student must obtain a “Letter of Admission” from EMU International Admissions
2. Print “Foreign Student Advisor Letter” available at <http://www.emich.edu/admissions/main/forms.php>
3. Student Completes Part 1 of “Foreign Student Advisor Letter” Form
4. Make an appointment to see the International Student Advisor at your current school. Take with you the following
 - a. Foreign Student Advisor Letter
 - b. EMU Letter of Admission
5. Ask Advisor to complete Part 2 of “Foreign Student Advisor Letter” Form
6. Bring (or fax) the following to International Admissions (401 Pierce Hall, Ypsilanti MI 48197, fax 1(734)487-6559)
 - a. Completed Foreign Student Advisor Letter
 - b. Current I-20 or DS-2019 (all pages)
 - c. F1/J1 visa stamp in passport (if applicable)
 - d. Current I-94 (front & back)
7. Obtain new “transfer pending” I-20 from International Admission
8. Contact the Office of International Students to make appointment for initial visit and register for mandatory orientation
9. Establish your “my.emich account” using your EMU student number and pin number (in your letter of admission) at www.emich.edu