

## F-1 Student Transfer in Procedure Intensive English Program (IEP) Students

1. Student must **obtain a “Letter of Admission”** from the Intensive English Language Program (318 King Hall)
2. If not included with your Letter of Admission, print the **“Transfer-In form”** available at [https://www.emich.edu/oiss/forms/Transfer In form.pdf](https://www.emich.edu/oiss/forms/Transfer%20In%20form.pdf)
3. **Student Completes Section A** of “Transfer-In form” form
4. Make an appointment to see the International Student Advisor at your **current school**. Take with you the following
  - a. Transfer-In form from EMU.
  - b. EMU Letter of Admission
5. Ask **Advisor to complete Section B** of “Transfer-In form” form and to **release your SEVIS record** to EMU
6. **Bring** the following documents to the ESL office(318 King Hall)
  - a. Completed **Transfer-In form**.
  - b. **Current I-20** (all pages), if not already submitted
  - c. **F1 visa stamp** in passport (if applicable), if not already submitted
  - d. **Current I-94** (front & back), if not already submitted
7. Obtain a new **“transfer pending” I-20** from the IEP office; this will not be available until 4-8 business days **after** your SEVIS record is released from your current school
8. Visit the Office of International Students (**OIS**) **website** for New Student information [www.emich.edu/oiss](http://www.emich.edu/oiss)
  - a. Register for your mandatory **Immigration Check-in**  
<http://www.emich.edu/oiss/checkin.html>
  - b. Sign up for mandatory **Orientation**  
<http://www.emich.edu/oiss/orientation.html>