

F-1 Student Transfer in Procedure

Degree Admission Students

1. Student must **obtain a “Letter of Admission”** from International Admissions (244 Student Center).
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 Office for International Students & Scholars (240 Student Center) **or e-mail** the scanned documents to : **oiss_forms@emich.edu**
 - a. Completed **Transfer-In form**.
 - 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 a new **“transfer pending” I-20** from Office for International Students & Scholars (**OISS**); this will not be available until 5-10 business days **after** your SEVIS record is released from your current school.
8. Visit the Office for International Students & Scholars (**OISS**) **website** for New Student information 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>