

Transfer In (SEVIS Record) to The King's University

For international students who are currently
at another U.S. academic institution on an F-1 or J-1 visa

Instructions:

If you are currently an international student in the U.S. at another academic institution on an F-1 or J-1 visa (including going from an English language institute to an academic program), and you want to transfer your SEVIS record from that institution to The King's University, the following steps are required:

1. Inform your current foreign student adviser (DSO) that you plan to transfer and when you plan to transfer.
2. Your current foreign student adviser (DSO) must enter your transfer with the intended transfer date into SEVIS.
3. Complete Part 1 of the attached "**Transfer In**" form and submit it to your current foreign student adviser (DSO) for completion of Part 2.
4. Your foreign student adviser (DSO) must complete Part 2.
5. Your SEVIS record can only be accessed AFTER your transfer date to create your new I-20 or DS-2019.
6. It is essential that you keep your mailing address up to date. Your HOME address must be an international address and NOT a P.O. Box.

Note: Please remember to send the following:

- Financial Documents
- A copy of your passport
- A copy of your current I-20 or DS-2019
- A copy of your I-94 card/ electronic I-94 record

For questions please contact Alicka Cullison at 817-722-1762 alicka.cullison@tku.edu

International Student Transfer-In Form

Student section to complete:

Name: _____
Last (Family)
First (Given)
Middle

US Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

What semester do you intend to transfer to TKU: Fall Spring Year _____

If you are accepted to study at TKU, are you planning on traveling outside the US before you begin your studies at TKU? Yes / No

(If yes, you need to obtain your new I-20 from The King's University prior to re-entering the US.)

School code: LOS214F01848000

I give permission for the information requested below to be sent to The King's University.

Student's Signature: _____ **Date:** _____

Designated School Official Section to complete:

1. To the best of your knowledge, is this student currently in F-1 status: Yes No
 If no, please explain why _____
2. Has the student met all financial obligations: Yes No
3. Dates of enrollment: From _____ To _____
4. Is the student currently enrolled? Yes No
5. Student's SEVIS ID number: **N00** _____ Expected SEVIS Release Date: _____
6. Additional information/comments (Vacation Quarter/OPT/CPT/Reduced course load):

***** PLEASE do not transfer the SEVIS record to The King's University until you have received notice of his/her acceptance.**

DSO Name: _____ Title: _____

Email: _____ Phone: _____

Institution: _____

Address: _____ City: _____ State: _____ Zip: _____

DSO Signature: _____ Date: _____

Please submit completed form by e-mail.

Email: alicka.cullison@tku.edu Phone: 817-722-1762