

# I-20 Transfer-in Form

Center for International Education

Husky Hall 1212/1216, 18115 Campus Way NE, Box 358500, Bothell, WA 98011 USA

Phone: 425-352-3876 \* [uwbtintl@uw.edu](mailto:uwbtintl@uw.edu) \* [www.uwb.edu/cie](http://www.uwb.edu/cie)



## HOW TO SUBMIT YOUR DOCUMENTS

**Undergraduate Students:** Once this form has been completed by your current International Student Advisor, you must upload this form to your Application Status page <https://admissions.uwb.edu/account/login> .

### IMPORTANT:

- A registration hold is on your account until we receive the I-20 record from your current school AND required documents for your I-20.
- The start date at UW Bothell must be within 5 months of your program completion date OR “transfer out” date in SEVIS, whichever is earlier.
- If you have graduated, your I-20 must be transferred to UW Bothell within your 60-day grace period.
- If you are on OPT: if the SEVIS transfer date is earlier than your OPT expiration date, then your OPT will automatically terminate.

## TO BE COMPLETED BY STUDENT

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
FAMILY (LAST) NAME GIVEN (FIRST) NAME Month Day Year

City of Birth: \_\_\_\_\_

## TO BE COMPLETED BY AN INTERNATIONAL STUDENT ADVISOR AT YOUR MOST RECENT U.S. SCHOOL

1. Has the student completed all requirements by your institution to have their I-20 record transferred to UW Bothell (such as completed your transfer-out paperwork and/or provided UWB admission letter)?  Yes  No\*

\*If No, please don't complete this form until they do.

2. SEVIS Transfer Date (we encourage you to pre-set this date in SEVIS): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*If the student has completed all requirements to transfer their I-20 from your institution, we strongly encourage you to pre-set the Transfer-Out date in SEVIS. A registration hold is placed on the student's UWB account until we can see their I-20 record in SEVIS.

3. Dates of Enrollment at your institution: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*If the student's last date of attendance is more than 5 months from the student's start date at UW Bothell, please do not release the student's SEVIS record.

4. Last authorized Vacation Quarter:  Autumn  Winter  Spring  Summer Year \_\_\_\_\_  N/A

5. Last authorized Reduced Course Load:  Autumn  Winter  Spring  Summer Year \_\_\_\_\_  N/A

6. Is student in legal, non-immigrant status and eligible to transfer?

Yes, student is in status.

No, student is “out of status” . Please clarify in “comments”; DO NOT transfer a terminated record unless requested by UWB.

Comments: \_\_\_\_\_

NAME OF ADVISOR

INSTITUTION

TITLE (PDSO OR DSO)

EMAIL ADDRESS

PHONE NUMBER

DATE

- **Please return this completed form back to the student; DO NOT EMAIL TO UWB.** The student must upload the form to their UWB Admission Status portal (directions at the top of this form).
- **Release the I-20 record to the University of Washington Bothell, SEVIS code is “SEA214F00005000” .** You can transfer to UW Bothell Eastside Leadership Center (SEVIS code SEA214F00005001) only if you know that your student has received admission to either: 1) M.S. Acct Program, 2) MBA Leadership Program, or 3) Undergraduate Business - ELC Program.