



## F-1 STUDENT TRANSFER-IN FORM

(only for F-1 students currently attending U.S. schools)

Dear Enrolling Student: \_\_\_\_\_

Sweet Briar College (SBC) requests the following necessary information so that we may correctly prepare your I-20, which you will need to enroll at this College. **Please be advised that both Section A and Section B must be completed.** Then email this transfer form to [admissions@sbc.edu](mailto:admissions@sbc.edu)

- Please be aware that Sweet Briar College will not be able to process your SEVIS I-20 and send it to you until after your school's release date has been reached.
- The release date must only be after completion of all courses, exams, and work such as CPT
- You should not request your SEVIS record to be transferred until you are certain at which school you will be enrolling

Upon receiving the I-20 from SBC, you must complete Sweet Briar's pre-arrival orientation.

---

### SECTION A: TO BE COMPLETED BY THE STUDENT

---

1. **Upon completion of your final term at your current school, do you plan to travel outside the U.S. prior to enrollment at Sweet Briar College? Yes No**

If yes, please provide dates of travel outside the U.S.:

**Date of departure from U.S.:** \_\_\_\_\_ **Date of return to U.S.:** \_\_\_\_\_

- If you will be travelling outside of the U.S., you will need to have the SBC SEVIS I-20 in order to return to the U.S.
- If your current F-1 visa will not be valid at the time you re-enter the U.S., you must use the SBC SEVIS I-20 to apply for a new F-1 visa while abroad.

**Note:** Please contact the particular U.S. Embassy or Consulate for current visa processing time. This may take several weeks.

2. **For those who will be traveling outside of the U.S., will you need to apply for a new visa? Yes No**

If yes, please provide the approximate date of your visa appointment: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student email: \_\_\_\_\_ Phone number: \_\_\_\_\_

**SECTION B: TO BE COMPLETED BY A DSO OR ISA**

*The student named on this form has indicated he/she would like to transfer to Sweet Briar College. Please provide the student's SEVIS ID and confer with the student to determine his/her release date.*

1. **SEVIS ID:** \_\_\_\_\_ **Release date:** \_\_\_\_\_  
(Please release to the Sweet Briar College WAS214F00324000)

2. **Please indicate any Curricular Practical Training (CPT) and OPT (Optional Practical Training) period authorized to the student while attending your institution, if applicable:**

**CPT:** From: \_\_\_\_\_ To: \_\_\_\_\_ Part time Full Time  
**OPT:** From: \_\_\_\_\_ To: \_\_\_\_\_ Part time Full Time

3. **To the best of your knowledge, has the student maintained their non-immigrant status? Yes No**

Do not transfer an "out-of-status" student's record unless specifically requested by our office. Please confirm if we have approved transferring "out-of-status" student's record by emailing [multiculturalcenter@sbcc.edu](mailto:multiculturalcenter@sbcc.edu) and do not take action until a reply is received.

If no, please specify the reason: \_\_\_\_\_

DSO/ISA signature: \_\_\_\_\_ DSO/ISA email: \_\_\_\_\_

DSO/ISA name printed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of current university/college/school: \_\_\_\_\_

SEVIS school code of current university/college/school: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

*Thank you for your time and assistance in providing the requested information.*