

## Transfer IN to UMSL Instructions:

This form is for students who want to transfer their SEVIS record to the University of Missouri-St. Louis (UMSL)

Please complete this form **electronically** and email it to your current International Student Advisor (DSO or RO) with a copy of your admission letter from UMSL to request your transfer.

**\*\*\*Please do not request a transfer until you have received your admission letter from UMSL.\*\*\***

**Name:** \_\_\_\_\_ **UMSL Student ID#:** \_\_\_\_\_  
FAMILY/LAST/SURNAME(S), Given/First/Forename(s) 8 digit # - found on your admission letter to UMSL

**SEVIS ID#:** \_\_\_\_\_ **Email address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
Can be found on your I-20 form (upper left corner 1<sup>st</sup> page - it starts with **N**)

Did you complete your degree at your current school?  NO  YES Are you currently on Optional Practical Training?  NO  YES

What was the last date of your enrollment at your current school? \_\_\_\_\_  
(MM/DD/YYYY) Not required if you are currently on Optional Practical Training

Program Start at UMSL:  FALL Semester: \_\_\_\_\_  SPRING Semester: \_\_\_\_\_  
(Year) (Year)

Are you leaving the US during this transfer process?

NO  YES - If yes, what are the dates of your international travel? From: \_\_\_\_\_ to: \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY)

Please transfer my F-1 SEVIS record to:  
University of Missouri - St. Louis  
F-1 SEVIS School Code: **KAN214F10131000**

Please transfer my J -1 SEVIS record to:  
J-1 program number - **P-1- 04653**  
University of Missouri - St. Louis

Your DSO or RO at your current institution will release your SEVIS record to UMSL after they have received this form, your UMSL admission letter, and you have completed any paperwork your current institution requires. By completing and signing this form, you give permission for representatives of your current school to release your SEVIS record to the University of Missouri - St. Louis.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
If submitting electronically, please type your name or use Adobe signature (MM/DD/YYYY)

### Instructions for Designated School Officials / Responsible Officers:

UMSL does not require DSO/ROs to complete and return transfer forms. If the student listed above is in **active status**, please schedule release of the student's SEVIS record on the date requested by the student or **within their 60 day grace period**. If the student has indicated they will be traveling outside the US before starting at UMSL, we would appreciate a release date of at least 2 weeks in advance of the leave date, when possible.

**Please do not complete SEVIS records prior to transfer!**

If the student is out-of-status and requires reinstatement, please contact UMSL Global at **iss@umsl.edu** or **314-516-5229** before transferring the record to UMSL. UMSL Global doesn't accept SEVIS records in **COMPLETED** or **TERMINATED** status and reserves the right to call SEVIS Helpdesk to cancel transfer records received in **Completed**, **Autocompleted** or **Terminated** status. Thank you for your understanding!