



TRANSFER-IN (SEVIS RECORD) FORM

9931 Willows Road NE
Redmond, WA 98052
Phone (425) 558-0299
Toll-Free (866) 478-5236
FAX (425) 558-0378

INSTRUCTIONS:

www.digipen.edu

If you are an international student currently on an F-1 visa from another academic institution in the United States, the following steps are required:

1. Inform your current international student advisor of your intent to transfer to DigiPen. Be prepared to show your acceptance letter from DigiPen.
2. Complete Part A of the “Transfer In” form below and submit it to your international student advisor for completion of Part B.
3. Your international student advisor must complete Part B and mail or fax the completed form to DigiPen.
4. Your current international student advisor must enter your transfer with the intended transfer date into SEVIS.
5. After the transfer date has been reached, Admissions will be able to access your SEVIS record and create a new I-20 for you.

Please keep this instruction sheet for your reference. Only page 2 will be utilized in the creation of your I-20. Any questions can be directed to Admissions at (866) 478-5236 or admissions@digipen.edu

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PART A: TO BE COMPLETED BY THE STUDENT

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Surname/Family Name: _____ First Name: _____

Middle Name (if any): _____ Birth date (mm/dd/yyyy): _____

Country of Citizenship: _____

Enrollment Semester: Fall Spring Summer / Year: _____

Do you have any dependents? Yes No / If yes, how many? _____

Student Signature: _____

Date: _____

PART B: TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR

Student's current visa status: F-1 J-1 Exchange Visitor

Student SEVIS Number: N _____

Date of graduation or termination of study: _____

Is the student eligible for F-1 or J-1 transfer? Yes No

If no, please explain: _____

SEVIS release date: _____

Are there any dependents on the student's SEVIS record? Yes No / If yes, how many? _____

Has the student been authorized for Optional Practical Training (OPT)? Yes No

If yes, indicate dates of employment (mm/dd/yyyy): from _____ to _____

Name of Designated School Official (print) : _____

Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Institution Name: _____

Institution Address (city and state): _____

Upon completion, please fax or mail this form to DigiPen Institute of Technology: Attention Admissions, 9931 Willows Rd. NE, Redmond, WA 98052. Any questions can be addressed to the Admissions Department at admissions@digipen.edu or (425) 629-5501.