

TRANSFERRING TO MSU COLLEGE OF LAW



OFFICE OF GRADUATE AND INTERNATIONAL PROGRAMS

Phone: 517.432.6963 | Fax: 517.432.6884

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You have indicated that you are currently in legal immigration status in the United States. Please complete the additional steps below so your Form I-20 may be issued.

If you are currently in F-1 VISA STATUS, follow the instructions in BOX A.

If you are currently in J-1 VISA STATUS, follow the instructions in BOX B.

If you are currently in any other visa status, follow the instructions in BOX C.

BOX A: F-1 STUDENTS TRANSFERRING TO MSU COLLEGE OF LAW

If you are in a lawful F-1 status and are completing or leaving your current institution, or authorized for Optional Practical Training (OPT) and have decided to further your studies at MSU College of Law, then you **must** complete the F-1 transfer process. The transfer process is initiated by your current institution and is completed by MSU.

ELIGIBILITY

- Student **must** be maintaining legal F-1 status
- Student **must** notify MSU College of Law of intention to transfer with the F-1 Transfer In Form
- You **must** transfer to MSU College of Law in the semester admitted. If you are unable to attend in the semester admitted, please contact OGIP.

TRANSFER PROCESS

1. Request the transfer of your SEVIS record from your current institution to MSU College of Law - Program # DET214F00679000.
2. Complete the MSU *Transfer-In Form*
3. MSU College of Law will issue a "Transfer Pending" Form I-20 after your current institution has released your record in SEVIS.
4. If you are outside the U.S., then you must enter the U.S. with your "Transfer Pending" Form I-20, along with your valid Passport, and valid U.S. Visa.
5. Transfer students must report to OGIP within 15 days of the program start date to complete their SEVIS record check-in.
6. Once checked-in, OGIP will notify you via your MSU email that your "Continued Attendance" Form I-20 has been processed and must be picked up with 1 week of receiving the email.

NOTE: Transferring your academic record and immigration record are two different procedures. Contact the Office of Admissions with questions regarding academic credit transfers.

TRAVEL and TRANSFER

If you intend to travel outside the United States after you have transferred out of your current institution and before you begin your studies at MSU College of Law, you **must** re-enter the United States on your "Transfer Pending" Form I-20 issued by MSU College of Law. When your "Transfer Pending" Form I-20 is ready, OGIP will notify you via your MSU email with detailed instructions on mailing your I-20.

BOX B: J-1 STUDENTS TRANSFERRING TO MSU COLLEGE OF LAW

J-1 students needing to transfer to MSU College of Law, please contact OGIP. **J-1's intending to travel outside the U.S. please inform OGIP as soon as possible.**

BOX C: CHANGE OF STATUS

If your visa type is **not** currently F-1 or J-1 and you are requesting Form I-20, you will need to change your visa status.

Remember that obtaining the Form I-20 is only the first step in this process; further action is required to become an F-1 student.

To obtain F-1 status, you **must** both leave the U.S. with the MSU College of Law I-20 and re-enter **after** obtaining the required VISA Stamp at a U.S. Consulate OUTSIDE the U.S. **OR** apply within the U.S. for a change of status, which is a lengthy process.

F-1 TRANSFER IN



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This Transfer-In form must be completed before we can issue you a MSU College of Law I-20.

INTERNATIONAL STUDENT

Please complete Section A of this form, then the Designated School Official (DSO) at your current institution **must** complete Section B. You **must** also provide your current institution with a copy of the letter of admission from MSU College of Law. Your MSU College of Law Form I-20 cannot be issued until your current institution has released your SEVIS record to MSU College of Law.

SECTION A

THIS SECTION TO BE COMPLETED BY THE STUDENT

Last Name:	First Name:	Middle Name:
Date of Birth:	Email:	Phone:
Current Mailing Address:		
City:	State:	Zip Code:
Semester and Year you will begin study: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____		
Do you have any dependents (F-2 status) who will accompany you? <input type="checkbox"/> Yes <input type="checkbox"/> No		

I authorize the information requested below, along with my SEVIS record be released to Michigan State University College of Law.

Student Signature: _____ Date: _____

SECTION B

THIS SECTION TO BE COMPLETED BY THE CURRENT INSTITUTION

ATTENTION: The student named above has requested transfer to Michigan State University College of Law. Your assistance is appreciated in completing Section B below and returning this form by fax or email. **Our School/Program Code is: DET214F00679000 (Michigan State University College of Law)**

SEVIS Release Date:	SEVIS ID Number: N
Student's nonimmigrant status? <input type="checkbox"/> F-1 <input type="checkbox"/> J-1	
If J-1, please provide the following information	
Start date of current J-1 program:	What category is marked in #4 on the DS-2019 form?
To the best of my knowledge, is the student in valid immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What date did the student last complete study at your institution? Month: _____ Year: _____	
Current program/level:	
Any authorized Reduced Course Load: <input type="checkbox"/> Academic <input type="checkbox"/> Last Semester <input type="checkbox"/> Medical	
Please indicate any CPT/OPT/AT dates granted to this student: <input type="checkbox"/> F-1 CPT (<input type="checkbox"/> Full or Part-time <input type="checkbox"/>) <input type="checkbox"/> F-1 OPT <input type="checkbox"/> J-1 AT	
Advisor Signature: _____ Date: _____	