Frequently Asked Questions

**TRANSFERS**

I am transferring to DePaul from another U.S. academic institution. What do I need to do to make sure my legal transfer is processed?

1. Request a SEVIS I-20 Form from the International Admissions Office.
   When you apply to DePaul University, make sure that you indicate on your application form that you are a student in F-1 visa status and need a SEVIS I-20 from DePaul University.

2. Complete a Transfer Release Form (TRF)
   Students transferring to DePaul University from another U.S. academic institution need to read carefully and complete the TRF that corresponds with their academic program:
   - English Language Academy TRF
   - CDM Graduate Program TRF
   - Undergraduate Programs and Non-CDM Graduate Program TRF

3. Report to the Office for International Students and Scholars (OISS)
   Once you obtain a SEVIS I-20 from the admissions office, you must visit the OISS at DPU before the reporting date indicated in Item #5 of your DPU SEVIS I-20. The OISS is located at 1 E. Jackson Boulevard, Suite 9300. **Failure to report to the OISS within 15 days of the reporting date in Item #5 of your DPU SEVIS I-20 will result in a loss of lawful F-1 status.**

   Take the following documents to the OISS:
   - Your DePaul University SEVIS I-20
   - Your SEVIS I-20 from previous school
   - Your passport
   - Your I-94 card
   - Your EAD card (if applicable)

I am currently a DePaul student (or am on OPT on a DePaul I-20). I would like to “transfer out” to another U.S. academic institution. What do I need to do to complete my transfer out?

You must notify DePaul University (your “current school”) of your intent to transfer to the new school (your “transfer school”) in a timely fashion based on strict immigration deadlines.

You must initiate the transfer process by completing the “Intent to Transfer Form” and submitting it to the OISS within the following strict timelines:
   - If you have completed your degree requirements, no later than 60 days after the term you completed your degree requirements.
   - If you are currently in your period of Optional Practical Training (OPT), no later than 60 days from the OPT end date.

Please read the “Intent to Transfer Form” carefully before requesting the transfer of your SEVIS record.

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