

SEVIS TRANSFER PROCEDURES

Dear New Institute Student:

The implementation of the Student & Exchange Visitor Program (SEVIS), the U.S. government's Internet-based student tracking system, changes the way in which schools issue I-20 forms for students transferring to CCSF from another U.S. school.

If you are transferring to CCSF from another school, you should:

1. Notify the International Student Advisor at your current U.S. school of your intent to transfer to CCSF.
2. The International Student Advisor at your current U.S. school will then need to update your record in SEVIS as a "Transfer Out" student by indicating that you plan to transfer to CCSF and by indicating a "Release Date." This date will most likely be the last day of the classes or final exams at your current U.S. school or the day on which you complete all of your program requirements.
3. Upon notification from SEVIS of your "Release Date," CCSF will then issue you a new SEVIS I-20 Form. Your CCSF I-20 form will then be sent to the address you indicated on your application or can be picked up at the IIS office.

Regards,

The Office of the Institute for International Students
City College of San Francisco
<http://www.ccsf.edu/institute>