



Madison College

SEVIS TRANSFER-IN FORM

TO BE COMPLETED BY STUDENT

Please complete the top section of the SEVIS Transfer-In Form and submit it with a copy of your Madison College admission letter to the International Student Advisor at the institution at which you are currently studying.*

IMPORTANT DETAILS ABOUT TRANSFERRING YOUR VISA STATUS TO MADISON COLLEGE:

- **Madison College cannot issue an I-20** for you until your current institution has transferred your SEVIS I-20 record to Madison College. Your current institution can only transfer your SEVIS I-20 record to Madison College after you are finished with all classes there or when you are finished using an authorized period of post-completion Optional Practical Training (OPT).
- **If you will be traveling abroad** after you have finished studying at your current institution and before the semester begins at Madison College, you must obtain your new Madison College I-20 before leaving the United States or arrange for it to be mailed to you abroad using a courier service contracted through [eShipGlobal](#). You will need to use the Madison College I-20 when re-entering the U.S. You are required to attend International Orientation, so be sure to plan your return accordingly. *Please note: you will need to show full-time enrollment for the upcoming semester before an I-20 will be issued to you for travel.*
- **If you will remain in the U.S.** while transferring between institutions, you will receive your new Madison College I-20 after your full-time enrollment is reported in SEVIS, which happens within 30 days after the start of your first semester at Madison College.
- **You must attend International Orientation in order to legally complete your visa transfer.** [International Orientation](#) is held approximately 1.5 weeks before the semester begins.
- **You will be enrolled in a 1-credit, 8-week New International Student Seminar course.** Attendance and completion of this course is required.
- **There can be no more than a 5-month gap** between your programs of study. This means that you must continue to be enrolled full time at your current institution (or approved for post-completion Optional Practical Training) until it is within 5 months of when our semester begins.
- **Your current institution must transfer your SEVIS I-20 record** within 60 days from the date you complete your program of study with them (or within 60 days of post-completion OPT ending). If you are ending your program of study early, before completing it, the deadline to transfer out may be much sooner than within 60 days. Please consult with your current institution about the transfer-out deadline and be certain to request the transfer in a timely manner.
- **It is strongly recommended that you keep your current health insurance plan** active until the first day of the semester at Madison College, which is the date our insurance coverage begins.

**Institution refers to the college, university, high school or English language school currently maintaining your F-1 visa SEVIS record.*

Continued on reverse



MADISON COLLEGE SEVIS TRANSFER-IN FORM

TO BE COMPLETED BY STUDENT

Full Name: _____ Student ID Number: _____

Date of Birth (MM/DD/YYYY): _____ Gender: _____

Country of Citizenship: _____

Will you be traveling outside of the U.S. before your first semester at Madison College? Yes No

If yes, please provide the dates of your travel:

Departure (MM/DD/YYYY): _____ Return (MM/DD/YYYY): _____

I agree that I have read and understand the details provided on the directions page of this form. By signing below I authorize my current institution to release to Madison College the information requested below and other details as requested, which might include personal information and student conduct reports.

Signature: _____ Date: _____

TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR

The student above should submit to you a copy of his/her Madison College admission letter prior to your completion of this form and the transfer-out release of the SEVIS record to Madison College.

Please release the SEVIS record to *Madison Area Technical College's Truax Campus (SEVIS School Code CHI214F20232000)*. Note that all SEVIS records should be released to our primary campus of Truax, even if the student intends to take classes at other Madison College campus locations.

SEVIS ID Number: N _____

Transfer Release Date (MM/DD/YYYY): _____

Is the student in valid F-1 visa status, to the best of your knowledge? Yes No

If the SEVIS record is being transferred in terminated status, please provide information regarding the termination, so we may provide further guidance to the student accordingly: _____

End date of the term in which the student was last enrolled full time (or had an approved reduced course load authorization), or the end date of authorized post-completion OPT (MM/DD/YYYY): _____

P/DSO Name: _____ Institution Name: _____

P/DSO Phone Number : _____ P/DSO Email Address: _____

Signature: _____ Date: _____

Please scan and email a copy of this form to ISS@madisoncollege.edu and include in the subject line of the email: "SEVIS Transfer-In Form for (name of student)." Thank you for your assistance; please contact us should you have any questions.