



# International Relations & Brennan Center

## Transfer I-20 Request Form

**Information:** If you are eligible for a transfer I-20 and are admitted to a full-time program at Niagara University, you must request that your school transfer your electronic F-1 SEVIS record to us so that we can issue a transfer I-20 for you. A “SEVIS transfer” is different from an “academic transfer.” The transfer of your SEVIS record can take place at the same degree level or when you are changing levels (e.g. BA to MS).

There are several benefits to a SEVIS transfer vs a new initial I-20:

- You maintain the same SEVIS ID number
- You do not pay another SEVIS fee for a new SEVIS record
- You may remain in the U.S. in between programs

**Instructions:** Please complete this form to the best of your ability. For any questions, refer to the Contact Information at the bottom of the form. **Completed request forms must be emailed to [international@niagara.edu](mailto:international@niagara.edu)**

### I. Student Information (Completed by the student **AFTER** receiving admission to Niagara University)

Surname/Family Name: \_\_\_\_\_ Legal Given Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (mm/dd/yyyy)

I intend to transfer to Niagara University for the following semester:

Fall  Spring  Summer      Year: \_\_\_\_\_

I hereby authorize a PDSO/DSO at my current school to complete SECTION II of this form and send it to Niagara University:

\* **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Please be aware that a PDSO/DSO must complete section II and III\*\***



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## II. Transfer Information (To be completed by Designated School Official, PDSO/DSO)

Please check all relevant boxes below and provide any required information.

### Student Eligibility for Transfer:

- The student named above (1) has been enrolled in a full-time course of study, (2) is considered to be maintaining lawful F-1 status, (3) is eligible to transfer, (4) will not have a gap greater than 5 months between completion of studies at the current school or completion of OPT and the anticipated start of studies at NU; and (5) the student’s SEVIS record has NOT been canceled, completed, terminated or transferred to another school already.
- This student would be eligible to continue studies at the current school.
- This student is NOT eligible to transfer because she/he is out-of-status and has been advised to apply for reinstatement. (Please contact Sarina Beccari, PDSO, at [sbeccari@niagara.edu](mailto:sbeccari@niagara.edu), prior to transferring this student’s SEVIS record)
- This student would NOT be eligible to continue studies at the current school. If so, please contact Sarina Beccari, PDSO, at [sbeccari@niagara.edu](mailto:sbeccari@niagara.edu)

### Reduced Course Load (RCL):

- This student has been approved for a Reduced Course Load;

Education level:  Bachelor  Master

Reason for RCL:

### Practical Training:

- The student has used Curricular Practical Training (CPT)

● If yes: From \_\_\_\_\_ To \_\_\_\_\_

Part-time CPT  Full-time CPT

- The student has used Optional Practical Training (OPT)\*

● If yes: From \_\_\_\_\_ To \_\_\_\_\_

Part-time OPT  Full-time OPT

**\*Work authorization based on Optional Practical Training, Severe Economic Hardship or Special Student Relief is automatically cancelled when the SEVIS record is released**



NIAGARA UNIVERSITY

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## III. PDSO/DSO Acknowledgment

Transfer the SEVIS record to: **Niagara University BUF214F00089000** Requested Release Date: \_\_\_\_\_

*This form has been completed by the following PDSO/DSO*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\* Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Information for International Relations & Brennan Center	
Sarina M. Beccari, PDSO Assistant Director of International Student Services Email: <a href="mailto:sbeccari@niagara.edu">sbeccari@niagara.edu</a>	Erin Plantone, DSO Assistant Director of International Student Services Email: <a href="mailto:erinclark@niagara.edu">erinclark@niagara.edu</a>