



Transfer In Form

Students Transferring to the College of Southern Nevada

Instructions: If you are transferring to CSN from another institution within the United States, you **MUST** complete this form.

Name: _____

Date of Birth: _____

U.S. Address: _____

U.S. Phone Number: _____

Email Address: _____

Name of institution transferring from: _____

Your SEVIS ID# (located on your I-20): _____

Your anticipated SEVIS release date (ask at the Office of International Students at your current school):

Are you transferring to CSN out of status? Yes No

If you are transferring to CSN out of status, what date were you terminated (if you are not sure, ask at the Office of International Students at your current school)? _____

Students who are out of status have 5 months to apply for reinstatement (from the date of termination). Due to admission processing times at CSN, if you have been out of status 4 months or longer, CSN will not issue you a reinstatement I-20. You will need to leave the U.S. and enter on an Initial I-20.

Student Signature: _____

Date: _____

Instructions for Students

How to Get Your CSN I-20

For all students who are transferring from a U.S. school, please follow these steps so that you can receive a CSN I-20.

1. You must notify your current school of your intent to transfer by telling your current international student advisor that you want to transfer to CSN. Please show these Transfer Instructions (this paper) to your advisor.
2. You must fill out the accompanying “Transfer In Form”.
3. Your current international student advisor will enter a “Transfer Release” date in SEVIS. AFTER that date, CSN will be able to create a CSN I-20 for you.
4. You will not need to pick up your I-20 until you meet with a CSN advisor to register for classes (after orientation) UNLESS you are traveling outside the United States before the start of the CSN semester.

Traveling:

IF you plan to travel and re-enter the U.S. before coming to CSN, you should present the CSN I-20 to immigration at the port of entry. Therefore, students who are traveling and need to re-enter the U.S. with the CSN I-20 must complete the Mail Options Form, indicating where the I-20 should be sent. Remember, CSN is not going to send you a CSN I-20 by mail without your overseas address information.

General Tip for Transfer of I-20:

- Contact the international student advisor at your current school to request the Transfer Release to CSN.
- If you will not travel out of the U.S., you will pick up your new I-20 when you meet with an advisor and register for classes at CSN.
- If you will travel and re-enter the U.S. before coming to CSN, you must use CSN’s Transfer Pending I-20 as you pass through Immigration at the Port of Entry when you return to the U.S.
- **ALL STUDENTS:** To be able to register for classes at CSN, ALL new international students must attend orientation and bring the following items: CSN I-20, previous school(s) I-20(s), passport, visa, and I-94 card.
- Normal I-20 transfer procedures can be followed only if you have pursued a full course of study at the old school and intend to do the same at CSN.
- You must enroll in the first term available or the first term after summer vacation. If you have violated visa status at the previous school, you must apply for reinstatement with the US Citizenship and Immigration Services (USCIS) as soon as possible.

Instructions for International Student Advisor – Next Page

I-20 Transfer to the College of Southern Nevada (CSN)

Instructions for the International Student Advisor

This student would like to transfer to the College of Southern Nevada (CSN). In order for our college to create an I-20, we ask that you release the student's SEVIS record to CSN. We no longer require a paper transfer form to be completed due to the electronic SEVIS transfer process. Instead, please enter the following information into SEVIS as you "transfer out" the student's record. **We appreciate your assistance in entering this information into the Remarks Box of the Transfer Out screen:**

1. Date of attendance.
2. OPT or CPT months granted.
3. Comments (if applicable).
4. Your name and contact information.

Here is an example on the "Transfer Out" screen in SEVIS:

The screenshot shows the SEVIS Transfer Out screen with the following fields and values:

- 1. * Transfer Release Date:** 12/18/2003 (MM/DD/YYYY)
- 2. * Transfer To School:** Select
School/Campus name: College of Southern Nevada, NSHE
School code: PHO214F11126000
- 3. Remarks:** Attended school "X" 01/02-12/03.
4 months full-time CPT granted 1/1/03-5/1/03
John Smith, (000) 000-0000 john@schoolx.edu

Buttons at the bottom: Transfer Student, Reset Values, Cancel

ATTENTION! If the student has not maintained his/her F-1 visa status, please terminate the student's record in SEVIS and then Transfer Out to CSN. We will then request the reinstatement once the student's SEVIS record becomes a CSN record. If the student has not maintained his/her F-1 visa status, please indicate comments in the Remarks Box. If you prefer, please feel free to send an email message of explanation to the CSN International Center at iss@csn.edu. If the student has already applied for reinstatement through your institution, do not release the SEVIS record unless reinstatement has been approved.

Thank you for your assistance.

College of Southern Nevada
International Center
6375 W. Charleston Blvd., W11D
Las Vegas, NV 89146