

## Transfer-In Form

This form is for students requesting the transfer of the F-1 SEVIS record from their current institution to **Georgetown University School of Continuing Studies English Language Center**. Part I must be completed by the student, and part II must be completed by the Designated School Official (DSO) at the student's institution. The student (or former DSO) must email this form and supporting documentation to [elcimmigration@georgetown.edu](mailto:elcimmigration@georgetown.edu) before Georgetown University School of Continuing Studies English Language Center may issue an immigration document.

### Part I: To be completed by the student

<b>Given/First Name:</b>		<b>Family/Last Name:</b>	
<b>Telephone number:</b>		<b>Email address:</b>	
<b>Date of Birth:</b>		<b>SEVIS ID:</b>	

By signing this form, I am officially requesting that my SEVIS record be transferred to Georgetown University's School of Continuing Studies.

**Student signature:** \_\_\_\_\_

### Part II: To be completed by the school DSO (please check yes or no for each section)

<b>The student named above:</b>	<b>Yes</b>	<b>No</b>
While enrolled, acted in accordance with USCIS regulations.		
According to your records, is eligible for transfer under the F-1 school transfer procedures outlined in 8CFR 214.2 (f) (8)		
Additional Comments:		
<b>Enrollment dates at your institution</b>	Start Date:	End Date:

**SEVIS transfer information: Georgetown University School of Continuing Studies  
School Code: WAS214F00001002**

**Georgetown will not accept SEVIS records in completed or terminated status**

**Please do not transfer a record if the student has not provided you with the acceptance letter that indicates the program start date**

**Transfer release date:** \_\_\_\_\_

### Current International Student Advisor Information

<b>Name of Institution:</b>			
<b>Name of Advisor:</b>		<b>Telephone Number:</b>	
<b>Title:</b>		<b>Email address:</b>	
<b>Signature:</b>			

Please email this form to [elcimmigration@georgetown.edu](mailto:elcimmigration@georgetown.edu)  
For questions, please call 202-687-5978.