

# Carnegie Mellon University

## Office of International Education

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## Transfer-In Instructions for F-1 and J-1 Students

If you are currently an F-1 or J-1 student at a school in the U.S. and will begin a program at Carnegie Mellon University, you must request that your SEVIS record be "released" to CMU so that we can issue a CMU immigration document. Your current I-20 or DS-2019 institutional sponsor (i.e. university or high school) will initiate the SEVIS transfer to Carnegie Mellon. The transfer SEVIS release date must be after you have completed your current academic program and/or any authorized post-completion employment and are admitted to Carnegie Mellon. Once your SEVIS record is released, any work authorization based on your previous degree program is canceled. **Note:** If you are currently in J-1 student status, visit our [online scheduling system](#) to schedule an appointment with an OIE advisor.

### To transfer, you must:

1. Notify your current international student advisor of your intent/request to transfer to CMU.
  - Follow any transfer-out procedures required by your current school.
  - The transfer release must be set before the end of the 60-day grace period for F-1 students. The release date should be prior to the end of the program or the end date on the DS-2019 for J-1 students.
2. Request a new I-20/DS-2019 from Carnegie Mellon by submitting the "**New Student Initial Document Request**" e-form in your [MyOIE portal](#).
  - After your request is submitted with the appropriate documents, Carnegie Mellon University will issue your new SEVIS I-20 or DS-2019 on or shortly after the SEVIS release date set by your previous school.

To complete the transfer process, report to OIE within 15 days of the CMU start date and check in with your immigration documents as directed in your arrival information. If you were not a full-time student at your current school or were otherwise not maintaining status, you must [contact OIE](#) to discuss the procedure for applying for reinstatement to student status. The international student advisor at your current school will be able to tell you if you were considered to be a full-time student eligible for the transfer procedure.

Your SEVIS ID number will not change; therefore, you are not required to pay the SEVIS fee again. In addition, by following the SEVIS transfer process above, you may travel using your current, unexpired F or J visa sticker if it is still valid regardless of the school's name printed on the visa sticker. You must use the new I-20/DS-2019 issued by CMU to re-enter the US after the SEVIS transfer date.

If your F or J visa has expired, and you plan to depart the U.S. after completing your previous program and re-enter to attend Carnegie Mellon University, then you **must apply** for a new visa before you re-enter the U.S. See [Apply for U.S. Visa](#).

For more information to prepare for your arrivals to CMU, please visit our [Pre-Arrival and Settling in information](#).