

## Immigration/SEVIS Transfer Form

**To The Student:** Please read the reverse side thoroughly and complete Section 1 of this form. Then, provide this form and your University New Mexico admission letter to your international advisor at your current institution. He/She will complete Section 2 of this form.

**To the DSO/International Advisor:** Please update the student's SEVIS record with a release date. Then, please complete Section 2 of this form and send it along with a copy of the student's I-20 (or DS-2019) and I-94 to Global Education Office at [goglobal@unm.edu](mailto:goglobal@unm.edu).

### Section 1: To be completed by the Student

<b>Student's Name:</b>		<b>Family Name(s):</b>			<b>Given Name(s):</b>		
<b>Date of Birth:</b>	<b>Month:</b>	<b>Day:</b>	<b>Year:</b>				
<b>Current U.S. Institution (School):</b>							
<b>U.S. Mailing Address:</b>		<b>Street</b>				<b>Apt. Number</b>	
<b>City</b>				<b>State</b>		<b>Zip Code</b>	
<b>Phone Number: ( )</b>			<b>Email Address:</b>				
<b>To receive my I-20 (or DS-2019, I will:</b>		<input type="checkbox"/> Pick Up It at UNM	<input type="checkbox"/> Receive it at My U.S. Mailing Address as listed above		<input type="checkbox"/> Receive It at My Permanent Foreign Address (Instructions will be sent to set shipping through eShip Global at your expense.)		
<b>I will attend this UNM campus:</b>	<input type="checkbox"/> <b>Albuquerque</b> SEVIS Campus Code: ELP214F00205000	<input type="checkbox"/> <b>Gallup</b> SEVIS Campus Code: ELP214F00205001	<input type="checkbox"/> <b>Los Alamos</b> SEVIS Campus Code: ELP214F00205002	<input type="checkbox"/> <b>Taos</b> SEVIS Campus Code: ELP214F00205003	<input type="checkbox"/> <b>Valencia</b> SEVIS Campus Code: ELP214F00205004		
<b>I hereby request the Designated School Official (DSO) to release my record and provide my information to the University of New Mexico.</b>							
<b>Student's signature</b>							

### Section 2: To be completed by the International Student Advisor or DSO/ARO

<b>SEVIS Release Date:</b>		<b>SEVIS ID Number:</b>	
<b>Last Date of Attendance: (MM/DD/YYYY)</b>		<b>I-20/DS-2019 Expiration Date: (MM/DD/YYYY)</b>	<b>(Please include program # for DS-2019; UNM program # P-1-01853)</b>
<b>To the best of your knowledge, was the student in status while attending your institution?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If not, has the student applied for reinstatement?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Did your institution issue the original I-20 or DS-2019?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Would this student be allowed to continue to attend your institution if he/she so desired?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If no, why not?</b>		<b>Please list any periods of authorized leave:</b> <b>F1 OPT:</b> <input type="checkbox"/> Full-time (____ months) <input type="checkbox"/> Part-time (____ months) <b>F1 CPT:</b> <input type="checkbox"/> Full-time (____ months) <input type="checkbox"/> Part-time (____ months) <b>J1 Academic:</b> <input type="checkbox"/> # of months ____ <b>No Training Authorized:</b> <input type="checkbox"/>	
<b>DSO/ARO Printed Name:</b>		<b>DSO/ARO Signature:</b>	
<b>DSO/ARO Phone Number: ( )</b>		<b>DSO/ARO Email Address:</b>	<b>Date (MM/DD/YYYY):</b>

### Why Do I Need To Complete This Form?

- Because you are switching to a new school, your SEVIS record must follow you. This is called an “immigration transfer” and will allow a new I-20 (or DS-2019) with the same SEVIS ID number to be issued by the University of New Mexico (UNM).
- Be sure that you will attend UNM before completing this form and speaking with your current International Advisor.

### How Do I Begin an Immigration Transfer?

- Meet with your current International Advisor and notify him/her that you would like to transfer to UNM.
- Provide a specific “transfer out” (“SEVIS release”) date and your UNM admission letter. Your advisor will enter this in the SEVIS system.
  - This date should be after your last day of classes or last day of work.
  - UNM can only issue your I-20 (or DS-2019) after the date indicated on the form.
  - Should your release date be two weeks or less before the UNM international student orientation, plan to pick up your new I-20 (or DS-2019) at UNM.
- Once completed, please send this form to UNM at [goglobal@unm.edu](mailto:goglobal@unm.edu).
- **Important:** If you violated the terms of your immigration status you need to speak to an International Advisor about your situation. If you cannot speak with your current international advisor call (505) 277-4032 to speak with a GEO International Advisor.

### What Do I Do After The Entire Form Is Complete and Sent To UNM?

- Once your SEVIS release date passes, UNM will issue your I-20 (or DS-2019) within one week.
- If you do not plan on leaving the U.S. before beginning study at UNM
  - Please come to the Global Education Office upon arrival. (UNM has 15 days from the start of your UNM program to complete the transfer and report your arrival to the Department of Homeland Security.)
    - Please bring copies of your previous I-20’s (or DS-2019’s), I-94, and passport.
- If you plan on leaving the U.S. before beginning study at UNM
  - You will need to have your new I-20 (or DS-2019) to re-enter the U.S.
    - Transferring your record as soon as possible will help to make sure that you have your I-20 before you plan to enter the U.S.
  - Check the expiration date on your visa
    - If this date will not pass before you will enter the U.S., you will be able to enter the U.S. without applying for a new visa. (It does not matter that your visa states the name of your previous school.)
    - If this date will pass before your will enter the U.S., you must apply for a new F1 visa at a U.S. embassy or consulate abroad before you re-enter the U.S.
      - Note: Canadian citizens are not required to have a visa
  - Please come to the Global Education Office upon arrival. (UNM has 15 days from the start of your UNM program to complete the transfer and report it to the Department of Homeland Security.)
    - Please bring copies of your previous I-20’s (or DS-2019’s), I-94, and passport.

Questions? Contact us at [goglobal@unm.edu](mailto:goglobal@unm.edu) or (505) 277-5829.

We look forward to seeing you on campus soon!