

Transfer Instructions for F-1 Students

To transfer as an F-1 student to International Gateway Programs (International and Extended Studies), San Jose State University, please follow these instructions carefully:

1. Please apply online at <http://www.sal.sjsu.edu/Apply/>. Our office will send confirmation and a student ID (809) number by email.
2. Send the following documents to our office by fax (408.924.2669), email (admission@salmail.sjsu.edu) or mail (Industrial Studies 227, SJSU, San Jose, CA 95192-0215):
 - a. copy of your I-94 card (the little white card you received on the airplane) - not necessary for students outside the US
 - b. copy of your U.S. visa page
 - c. copy of the BIO page of your passport
 - d. copies of the I-20's from all previous schools
 - e. proof of funds (in English and US dollars) and completed Financial Statement Form ([http://www.sal.sjsu.edu/Apply/Financial Statement Form.pdf](http://www.sal.sjsu.edu/Apply/Financial_Statement_Form.pdf))
3. Complete Part A of the attached Transfer Form after you have received your 809 number.
4. Give this form to your current school to complete Part B. The current school must fax the completed transfer form to our office at 408.924.2669 and release your SEVIS record electronically to San Jose State University, International and Extended Studies. (This procedure also applies to students who are outside the U.S. on F-1 visas for 5 months or less.)
5. After we receive the transfer form, SEVIS record, and all required documents, we will send you a Tuition Payment Email.
6. After we receive your full tuition payment, our office will issue your Transfer I-20. Please keep in mind that you must be issued a transfer I-20 within 60 days of your last date of attendance at your previous school to remain in status.

- **Deadline for documents**

5 weekdays prior to the start of school

- **Deadline for electronic release of SEVIS record**

5 weekdays prior to the start of school



San Jose State University, International and Extended Studies
 Industrial Studies 227, San Jose, CA 95192-0215
 ph/408.924.2660 fax/408.924.2669 email/ admission@salmail.sjsu.edu

Transfer Form (F-1 visa students)

Part A: To be completed by the student

Please release my SEVIS record to San Jose State University, International and Extended Studies.		
_____	_____	_____
Last Name (Family Name)	First Name (full first name as it appears on passport)	Date of Birth
Student ID Number: 809 - ___ - _____ (You must be admitted to SJSU International and Extended Studies before submitting this form to your current school.)		
_____	_____	
Signature	Date	

Part B: To be completed by the International Student Advisor (DSO)

The above-named student has applied to SJSU International and Extended Studies and wishes to transfer. Please complete the following information and fax to our office at 408.924.2669.

SEVIS ID Number:	Program of Study:
SEVIS Release Date:	Dates of Attendance: From _____ to _____

We would appreciate any comments regarding attendance, academic performance or visa status:

Name and Title of School Official	Signature	Date
School Address:	Email Address:	
Phone Number:	Fax Number:	

Important note for DSO's: Please type an asterisk before and after San Jose State University. You will then see two options as follows:

- San Jose State University, International and Extended Studies
- San Jose State University

Please make sure to release the record to the **first** school: San Jose State University, International and Extended Studies (formerly listed in SEVIS as San Jose State University, Studies in American Language.) Our SEVIS school approval code is SFR214F01885000.