

SAL Transfer Instructions for F-1 students

To transfer as an F-1 student to our SAL program, please follow these instructions carefully:

1. The student must apply to Studies in American Language (SAL) at San Jose State University (SJSU) and submit all required documents and fees. The SAL office will send a student ID number by email.
2. The student must fax (408-924-2669) or mail (Industrial Studies Building #227, SJSU, San Jose, CA 95192-0215) the following documents to the SAL office:
 - a. clear copy of his/her I-94 card (the little white card given at the port of entry to the US) - not necessary for students outside the US
 - b. copy of his/her U.S. visa page
 - c. copy of the BIO page of his/her passport (this is the page that normally has your picture, date of birth, expiration of passport)
 - d. copies of the I-20s of each school you have attended
 - e. proof of funds (in English and US dollars) and completed Financial Statement Form (http://www.sal.sjsu.edu/Apply/Financial_Statement_Form.pdf)
3. The student must fill out PART A of this form after he/she is admitted to our program and has an ID number issued by our office.
4. The student must then give this form to his/her current school to complete Part B.
5. The current school must fax the completed transfer form to SAL.
6. The current school must release the student's SEVIS records electronically to our school. This procedure also applies to students who are outside the U.S. on F-1 visas for 5 months or less.
7. SAL will issue an I-20 **after receiving** the electronic SEVIS records from the student's current school.

- **Deadlines for documents**

- 5 weekdays prior to the start of school

- **Deadline for electronic release of SEVIS**

- 5 weekdays prior to the start of school

SAL Transfer Eligibility Form For F-1 students

The entire process must be completed within 60 days from the end date of your current school. Failure to do so will result in termination of the student's F-1 visa records in the SEVIS database. Careful attention to the last date of the academic program at the current school and the first day of classes at the transfer school is very important.

PART A

Last Name _____ First Name _____

SAL Student ID Number Issued by SAL Office ____ - ____ - ____

(You must be admitted to our school and have a student ID number before you submit this form to your current school.)

Signature

Date

PART B

To: International Student Advisor

The student named above has applied for admission to Studies in American Language at San Jose State University. Please complete the bottom portion of this form, then **fax or mail it to:** Industrial Studies Building #227, SJSU, San Jose, CA 95192-0215 - Office Telephone (408) 924-2660; Fax (408) 924-2669

**Release the student's SEVIS records to: San Jose State University, International and Extended Studies
U.S. Immigration Approval Code: SFR214F01885000**

***Important information for school officials releasing this student's records to our school. Please type an asterisk before and after San Jose State University. You will then receive two SEVIS schools as follows:**

1. **San Jose State University, International and Extended Studies**
2. **San Jose State University**

Please release the SEVIS records to the 1st school - San Jose State University, International and Extended Studies.

1. SEVIS ID Number N _____ 2. The SEVIS release date for transfer _____

3. I-94 Admission Number _____

5. Major of Study _____ 6. Dates Attended from _____ to _____

7. School Name: _____

8. School Address: _____

9. Telephone Number: () _____ Fax Number: () _____

10. Email Address: _____ @ _____

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

U.S. Immigration School Approval Code: _____

Name of the INS Designated School Official

Signature of the Designated School Official