

TRANSFERRING YOUR SEVIS RECORD

UNIVERSITY OF WISCONSIN-PARKSIDE INSTRUCTIONS FOR F-1 STUDENTS CURRENTLY IN THE U.S.

(Incoming Students)

As a F-1 visa holder, the US federal government must be informed of the educational institution you are attending in the US. If you have been studying at another US educational institution and now plan to attend the University of Wisconsin-Parkside, your SEVIS record must be transferred.

After you have been admitted to the University of Wisconsin-Parkside and have made your decision to attend our campus, you must begin the process of transferring your SEVIS record by completing the student portion of this form (top portion of next page). Next, you are requested to submit this form to the international office at your current educational institution. A PDSO - *Primary Designated Officer or a Designated School Official* (DSO) at your current institution must complete the remaining portion of this form and submit it to International Student Services/ISS at UW-Parkside. ISS will be able to produce your UW-Parkside SEVIS I-20 after the **release date** noted in SEVIS by your current school. You must begin your studies within five months of completing your studies at your current institution or within five months of the expiration date of your EAD card if participating in Optional Practical Training (OPT). Your current institution must release your SEVIS record to UW-Parkside no later than 60 days from the completion of your studies or expiration date of your EAD card.

Please note: You may no longer work on your current campus after the release date. Students participating in OPT must cease employment by the expiration date of their EAD card or their release date, whichever comes first.

To complete the transfer process, you are required to contact a PDSO- Primary Designated School (See International Student Services) or DSO- Designated School Official (Admissions) at UW-Parkside within 15 days of the program start date listed on your SEVIS I-20. This obligation is fulfilled by attending a REQUIRED International Student Orientation Program provided by International Student Services/ISS. During this program, you will be asked to identify yourself as a transfer student so that ISS can complete the transfer of your SEVIS record.

All international students on F-1 visas are required to attend the **International Student Orientation Program**

When you attend this program, you should bring the following documents with you:

- Any previous I-20 documents
- Your UW-Parkside acceptance letter
- UW-Parkside initial I-20
- Passport/visa

QUESTIONS?
Contact

INTERNATIONAL STUDENT SERVICES/STUDY ABROAD
Greenquist Hall, 210
Phone: (262) 595-2701
Karin Basken basken@uwp.edu or
Laine Philippa Laine@uwp.edu

Be. Real. Amazing.

UNIVERSITY OF
WISCONSIN **PARKSIDE**

**International Student Advisor/PDSO/DSO
for Transfer Notification to Attend the University of Wisconsin-Parkside**

To Be Completed by the Student:

Name: _____ E-mail: _____
Family Given

Phone #: _____
I intend to begin studies at UW-Parkside Fall Spring Summer of _____
Year

Signature: _____ Date: _____

**To be completed by the International Student Advisor (Designated School Official)
at your current school:**

This student attended: _____
Educational Institution/Address

Last term of full-time enrollment: _____

To the best of your knowledge, is the student currently in valid F-1 status? Yes No

If no, please explain: _____

Has this student been granted practical training? Yes No

If so, please indicate type and dates granted: CPT _____

OPT _____

Student SEVIS ID Number: _____ Release Date: _____

Name of PDSO/DSO (PLEASE PRINT)

Signature of PDSO/DSO

Title

Name of School

Email:

Phone:

Note to PDSO/DSO: In SEVIS, the University of Wisconsin-Parkside is listed as follows...

School Code: CHI214F20248000
