



### **Request Form: Transfer I-20 Record to Oregon Tech from a previous institution**

As an F-1 student your educational record is managed by an SEVP Designated School Official (DSO/ International Advisor) at your current institution. To transfer your SEVIS (Student Exchange Visitor Information System) record to Oregon Institute of Technology your school must “release” your record through a “SEVIS transfer”. Please complete this form with your DSO and submit it to Oregon Tech via email or upload it to your application portal. Once your institution releases your record, Oregon Tech can generate your transfer-in I-20.

#### **Transfer Requirements:**

- 1. Be admitted to Oregon Tech (an SEVP Certified institution).**
- 2. Request the required fields (below) from your current institution.**
- 3. Confirm the date you want your I-20 released to Oregon Tech with your DSO. We recommend you discuss the timing of the transfer and the impact on your status with your DSO. Please contact Oregon Tech if you have questions. If you have dependents with F-2 I-20s, these will be transferred simultaneously with your SEVIS record.** Your DSO can verify which status category you are in.
  - a. Active Enrolled Student Status: Transferring your SEVIS record is not the same as transferring your academic credits.
  - b. Active OPT Status: If you transfer your I-20 before your OPT ends, you will have to stop working in your position on the transfer release date. If you wish to complete OPT, we must set the release date for a date after your OPT ends. You can transfer your record to a new institution up to 60 days after OPT has ended. You must be in the United States to transfer your record.
  - c. Terminated Status: Once your SEVIS record has been transferred to another school you will need to apply for a reinstatement to student status. Your application for reinstatement must be sent to the Department of Homeland Security within 5 months of the termination of your SEVIS record. You must report to the new school no later than 15 days prior to the program start date for the adjudication. If you currently have a reinstatement application pending with your current institution, you must stay enrolled there or withdraw the reinstatement application. If your reinstatement application is denied, you must leave the U.S. immediately.



**Student Information**

**Full Name:**  
**Oregon Tech Student ID or Application ID:**  
**SEVIS ID:**  
**Personal Email Address:**  
Select the date that you would like your SEVIS record transferred to Oregon Tech.

**Current Institution Information**

**Name of School As It Appears in SEVIS:**  
  
**SEVIS School Code:**  
  
**Contact Information for new institution Designated School Official:**  
**Name:**  
  
**Phone:** **Email:**

By signing this form, you agree that you understand the conditions of Oregon Tech’s SEVIS record requirements. You will be required to submit documents to Oregon Tech to receive the transfer-in I-20.

- Copy of previous I-20
- Health Records. To read more about the health requirements click [here](#).
- Copy of Visa
- Copy of Passport
- Financial Statement of Responsibility Form and evidence.

**Signature:** **Date:**

Please call **541-885-1392** or email [international@oit.edu](mailto:international@oit.edu) if you have any questions.  
SEVIS Primary Designated School Official: Josie Hudspeth

Oregon Tech DSO Use Only		
Status Verification		
Active Enrolled	History of OPT/ STEM	Terminated Status
	End OPT early	OT reinstatement requested
	OPT will end on date of transfer	
	OPT ended, transfer during 60-day grace period	
Transfer institution information and date confirmed.		
Transfer initiated.		
Notes:		