

Transfer-In Form



International Student
and Scholar Office

Please complete this form after you have been admitted to Towson University. Complete Part I and submit the form to an international student advisor or Designated School Official (DSO) at your current school. You should also speak to the advisor about your SEVIS transfer date. Your international student advisor (or DSO) at your current school should complete Part II of this form. Either you or your advisor may send the form back to Towson University at isso@towson.edu.

Part 1 -To be completed by the student (please write legibly or type in your response)

Last Name:	First Name:	Towson University ID#:
SEVIS ID Number: N	Admitted Term/Semester Year: Fall ____ Spring ____ Summer ____	
Campus:		
U.S. Address:		
City:	State:	Zip Code:
Do you plan to travel outside of the U.S. before starting at Towson University:	☐ No	☐ Yes Please provide the dates of travel below
Date of departure from U.S.: ____ / ____ / ____ Month Day Year	Date of return from U.S.: ____ / ____ / ____ Month Day Year	
By signing below,:		
- I give permission for my current school to release my immigration information to Towson University - I agree to provide a copy of my Towson admission letter to my current school.		
Student Signature:	Date: ____ / ____ / ____	

To be completed by the International Student Advisor/ Designated School Official at Current School:

Dates of Enrollment at your institution: ____ / ____ / ____ --to-- ____ / ____ / ____ Month Day Year Month Day Year		
To the best of your knowledge, has the student maintained his/her nonimmigrant status?	☐ Yes	☐ No: Please do not release immigration record, yet. Our office will be in contact with you (school) and student to determine student's options.
Anticipated SEVIS Release date: ____ / ____ / ____ Month Day Year	Please describe violation. _____ _____ _____	
Institution:	DSO Printed Name:	
DSO Signature	Date:	

Last Updated 04/2024

INSTRUCTIONS FOR TRANSFERRING YOUR IMMIGRATION RECORD TO TOWSON UNIVERSITY

Congratulations on your admission to Towson University! If you are a student in F-1 status currently attending an educational institution (high school, ESL, college or university) in the United States, you will need to complete a transfer of your U.S. government SEVIS (Student and Exchange Visitor Information System) record from your previous school to Towson University. Please follow the steps below to complete the immigration transfer process.

1. Once you are sure Towson University is the school you will attend, inform your current/previous school's International Student Advisor (or Designated School Official) that you plan to transfer your F-1 record to Towson University. Make certain this is your final decision, as your current/previous school can release your record to only one university. Towson University campus SEVIS Codes are shown below:
 - Towson University Main Campus: BAL214F00040000
 - Towson University at Hagerstown: BAL214F00040003
 - Towson University at Shady Grove: BAL214F00040002
 - Towson University at Northeastern MD: BAL214F00040001

It is your responsibility to communicate with your current school about which campus you will be transferred to.

2. Agree on a "release" date with your current/previous school's International Student Advisor. The "release" date is the date on which your SEVIS record will be accessible to Towson University and no longer accessible to your current/previous school. Towson University will then be able to issue an I-20 for your attendance here. The release date is also the date on which you will no longer be allowed to work on your current/previous school's campus. If you are on OPT, you will not be able work with your current Employment Authorization Document (EAD) even though there may still be time left on the authorization. Therefore, the careful selection of the "release" date is very important.
3. Complete and return the "Transfer-In Form" to Towson University's International Student and Scholar Office (ISSO).
4. Once we have your financial documents and passport copy, your transfer pending I-20 will be processed in 3-5 business days.
5. Traveling outside of the U.S. before starting at Towson University
 - a) If the F-1 visa in your passport has expired, you will need to apply for a new F-1 visa at a U.S. Embassy or Consulate. You will need to take your new I-20, a valid passport, and evidence of your financial ability in order to obtain a new F-1 visa.
 - b) If your visa is valid, you can use it to return to the U.S. The visa DOES NOT have to say Towson University in order to use it for entry to the U.S.
6. Attend the required New International Student Program presented by the ISSO.

SPECIAL NOTE:

- 1) You must be maintaining legal F-1 status at your previous institution in order to transfer to Towson University through this procedure.
- 2) If you are not currently in legal F-1 status, call the International Student and Scholar Office to make an appointment with an international student advisor to discuss your situation. You may be able to apply to the government for a reinstatement to legal status, or you may have to travel back home and re-enter the U.S. to regain your status.

