



F-1 Status Verification Form for International Students Transferring to the **Texas State Intensive English Language Program (TSIE)** at Texas State University-San Marcos.

1) If you are **out-of-status** this form is not for you. Contact TSIE about procedures for reinstatement.

2) If you are **in-status** at your current school, the following information is necessary to process your SEVIS I-20 for transfer to TSIE. Complete, sign, and date Section A of this form. Then, have a Designated School Official (DSO) at your school complete Section B and fax or mail the form to TSIE with a copy of your current I-20. Your new I-20 will be completed after the release date set by your current school.

You must report to TSIE within 15 days of the program start date listed on your I-20 to complete the transfer procedure.

SECTION A (to be completed by student)

Before proceeding, please read page two of this form for important information on the transfer procedure.

Program of intended enrollment _____ Year _____

(Print) Family name _____ First name _____ Middle name (if any) _____

Permanent home country address: _____

City _____ Province/Territory _____

Postal code _____ Country _____

I authorize the release of information to TSIE.

Signature _____

Date _____

SECTION B (to be completed by the DSO)

Is the student currently enrolled full time? Yes No

Date of last attendance: _____ What is the student's projected release date? _____

To the best of your knowledge, is this student in status with CIS? Yes No

If no, or unknown, please explain.

Additional comments

Signature _____

Date _____

Name _____

Title _____

School name _____

Tel _____

Email _____

Fax _____

Fax this form and a copy of the student's current I-20 to **512.245.3752** or mail to **TSIE at Texas State**, ASBN 400, 601 University Drive, San Marcos, TX 78666

Transfer Procedure Information

1. In status students transferring to TSIE from another SEVIS (Student and Exchange Visitor Information System) U.S. institution should verify the procedures to **transfer out** with the appropriate Designated School Official (DSO) at their current school. The DSO at your current school will assign a **release date** and change your record to “**transfer out**” in the SEVIS system. You can only indicate one school to which you want to be released for transfer.
2. Your current school retains control over your SEVIS record until the release date. At your request, a DSO at your current school may cancel the transfer request at any time prior to the release date. However, once the release date has been reached, a transfer request may not be cancelled.
3. Following the release date, TSIE will be able to issue a SEVIS I-20 form stating **Language Training**. According to U.S. Citizenship and Immigration Service (CIS) regulations, students must transfer to TSIE within 60 days of the release date or within 60 days of completing studies at the current school.
4. **New TSIE transfer students are required to report to TSIE no later than 15 days after the program start date listed on the SEVIS Form I-20** in order to complete the transfer process. At that time, the DSO at TSIE will update the SEVIS system to reflect the student’s enrollment and current address.
5. Students are required to start classes at TSIE within 5 months from the release date during the semester indicated in the admissions acceptance letter. Students unable to begin classes at TSIE within the 5-month limit are required to leave the United States and reenter within 30 days before the program start date indicated on the TSIE I-20.
6. Finally, CIS regulations and procedures change frequently. Therefore, students should contact the DSOs at their current school and at TSIE for any updates in transfer procedures. If you have any questions regarding transfer procedures, please contact the TSIE at tsie@txstate.edu or call 512.245.7810.