

F-1 Students: Transferring into Palo Alto University

If you are transferring to Palo Alto University (PAU), please follow these steps:

1. Inform the Designated School Official (DSO) in the international student office at your current school that you intend to transfer to Palo Alto University. The DSO at your current school will select a release date for your SEVIS record sent electronically to PAU. The release date of your SEVIS record must be before the end of the 60 day grace period following graduation from your current school.

2. Have them release your SEVIS record to:

Palo Alto University – Palo Alto University, School Code: SFR214F01332000.

Do NOT transfer record to PAU at any other campus listed in SEVIS!

3. Have the DSO send an email to lharris@paloaltou.edu with your name, and last date of attendance and SEVIS transfer out date. Have them attach a screen shot of your SEVIS record.

On or after the release date, PAU will be able to access your record and issue you a new I-20 form if you have provided required financial documentation, a copy of your passport page, and completed Student Information sheet. *If you have been out of status, and/or your SEVIS record is not 'active', please have the DSO contact Lisa with the details of your situation.*

Report to Lisa Harris in the Student Services office at PAU within 15 days of the report or start date on your new PAU I-20 to finalize the transfer process. You will need to bring your passport, I-94 Departure Record, and all previously issued I-20s.

Your F-1 transfer is considered officially complete when you have enrolled full-time for classes in the Fall quarter.

Important Reminders:

- If you complete a course of study at your current school, you are eligible for transfer during the 60-day grace period. In other words, you must begin the transfer process **NO LATER THAN SIXTY DAYS AFTER YOU COMPLETE YOUR PROGRAM.**
- The start date at PAU must be within five months following the release date set by your current school or within five months of the program completion date in SEVIS, whichever is earlier. This means that you can remain in the U.S. for no more than 5 months between completing the program at your current school and beginning at PAU.
- **STUDENTS ON POST COMPLETION OPTIONAL PRACTICAL TRAINING:** You must begin the transfer process no later than sixty days after your post-completion OPT end date.

If you want to maximize your OPT work time before attending PAU, you may submit your transfer documentation but request that I-20 issuance be delayed. Remember: your OPT is

connected to your previous school's I-20 form! *Once your SEVIS record is transferred to PAU and you enroll in classes, your OPT will automatically be cancelled.*

- Students who plan to travel: Be sure to have your new PAU I-20 in hand before you leave the U.S. Unless you are currently working on post-completion optional practical training, be sure you use the PAU I-20 form upon re-entry to the U.S. The immigration official may ask to see your previous school's I-20 as well, but be sure to present the PAU I-20 and acceptance letter first.
- Please be sure that your new PAU I-20 form has the same SEVIS ID number (found in the upper right hand side of the form) as your previous I-20.

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