“SEVIS Transfer” Procedures for F-1 Students Transferring from UB to a Different Academic Institution

What is a “SEVIS Transfer”? 

For immigration purposes, “transfer” simply means that a student is transferring from one school’s SEVIS program to another school’s SEVIS program. This can happen when the student:

1. Graduates from a U.S. high school and comes to UB.
2. Leaves one undergraduate or graduate program to attend another institution.
3. Graduates from one degree program and decides to pursue another degree at a different institution.
4. Decides to enroll in a new degree program after applying for OPT.

Who needs to complete a “SEVIS Transfer”? 

You must complete the SEVIS transfer procedures if:

• You are currently a UB student and decide that you want to pursue a degree at another University **OR**
• You have been on Optional Practical Training (OPT) and will begin a new program / new degree at a University other than UB

How do I choose a date to have my SEVIS record released? 

Consider the following points when deciding the date to have your SEVIS record transferred to the new school:

• Consult your new school and find out if there is a deadline to have your SEVIS record transferred.
• Consider any travel plans you might have. If you will travel outside the U.S. before the start of classes at your new school, you must have a new I-20 from that school before you can return to the U.S. Your new school cannot create the new I-20 until we have transferred your SEVIS record.
• Know when your 60-day grace period ends. If you are on OPT or if you recently graduated, **you must have your SEVIS record transferred before the end of your 60-day grace period.** After your 60-day grace period, your SEVIS record is no longer active and cannot be transferred.

**Note:** The earliest date we can transfer your SEVIS record is the day after exams end or at any point during your OPT.
Note: To be eligible for a SEVIS transfer, your new degree program must begin within 5 months of your last date of enrollment or degree program completion date, or within 5 months of the end of your OPT.

How do I apply for a “SEVIS Transfer”? 

Before Admission to New School

1. As part of the application process, some schools will ask you to submit a “transfer form,” which UB’s Office of International Student & Scholar Services must complete. On this form, we will confirm your F-1 student status. If your new school requires that UB complete a transfer form before they will grant you admission, please bring that form to ISSS, Talbert Hall 210. Once you have an admission letter from your new school, you should follow the directions below and complete the “SEVIS Transfer Request” E-form.

After Admission to New School

2. After you have been accepted to a school and decided that you definitely want to attend that school, you must log in to the myISSS Student Portal (https://ubisss.buffalo.edu) by clicking on the blue “Login” button on the left side of the screen and using your UBIT Name and Password to access the portal. Note: Do NOT click on “Administrative Services for University Departments”.

3. Click on “F-1 Student Services” and then “SEVIS Transfer Request”. You must complete the entire E-form and upload all required documents before you can submit your application. Only documents saved as a PDF or JPEG are acceptable. You must upload the following documents:

- A copy of the admission letter from your new school
- Transfer form from your new school (Note: Some schools might not have a transfer form)
- EAD Card (if you are approved for OPT at the time of transfer.)

What happens next?

ISSS will review your “SEVIS Transfer Request” E-form and, if all required documents were submitted, electronically send your SEVIS record to the school you requested. Your new school can then begin to create your new I-20. To find out when your new I-20 will be ready, please contact your new school.

Note: After we release your SEVIS record to another school, ISSS will no longer have access to your SEVIS record nor will we be able to make changes to your I-20. Please be certain of your transfer decision before asking us to release your SEVIS record.

What if I want to travel outside the U.S. before I begin studies at my new school?

Traveling while your transfer is pending may be risky, depending on when your SEVIS record is released, when you will begin your new program, etc. Therefore, we urge you to inform ISSS about the details of your travel plans so that we can best advise you.
Can I work on-campus while my SEVIS transfer is pending?

If you are a continuing student, you can work on-campus at the school that currently has control over your SEVIS record. Therefore, if you are working at UB, you must stop working once your SEVIS record has been transferred to your new school.

What happens to my OPT after I transfer?

Your OPT will automatically end once your SEVIS record has been transferred. You may not work after that point. Therefore, please choose your transfer release date accordingly.

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