



**BALL STATE  
UNIVERSITY**

## **TRANSFER INTO BALL STATE UNIVERSITY INSTRUCTIONS**

We understand that you are already an international student and currently hold F-1 or J-1 status in the United States. We would like to work together with you to transfer your SEVIS record from your current or previous university to Ball State University (BSU). An electronic copy of your BSU admission letter was sent to you. Before immigration forms can be prepared for you, the **INTERNATIONAL STUDENT TRANSFER FORM** (next page) must be completed and returned to BSU.

**Please complete the following steps to transfer your SEVIS record to Ball State.**

1. Complete section A of the International Student Transfer Request
2. Then give your current school's international office the International Student Transfer Request Form and a copy of your admission letter. Your current school's Designated School Official (DSO) or Alternate Responsible Officer (ARO) must be notified of your request to be transferred to Ball State University and must process the transfer. You may need to make an appointment with your current school's International Student Advisor for this to be completed.
3. Return the completed International Student Transfer Request to BSU.

Post mail:      The Rinker Center for International Programs  
                         Attention: International Student Services  
                         2001 West University Avenue Student Center 102  
                         Muncie, Indiana 47306-1023

Fax:                765-285-3710

Email:            [Intlservices@bsu.edu](mailto:Intlservices@bsu.edu)

You will receive an email from Ball State confirming the receipt of your International Student Transfer Request. When you arrive to BSU, you must make an appointment to check-in with a Foreign Student Advisor to complete the transfer process. You may phone 765-285-5422 to schedule an appointment. Bring the following documents with you to check in: Form I-20/DS-2019 from previous schools, Passport, visa, & I-94. All transfers must be completed within two weeks after the first day of classes. See the BSU website, International Services, for orientation check-in dates.

Congratulations on your admission to BSU and we look forward to meeting you soon!

If you have any questions please send emails to [Intlservices@bsu.edu](mailto:Intlservices@bsu.edu) .

**Academic Affairs**

**Rinker Center for International Programs**

Muncie, Indiana 47306-1023 | Phone: 765-285-5422 | [intlservices@bsu.edu](mailto:intlservices@bsu.edu) | [bsu.edu/rinkercenter](http://bsu.edu/rinkercenter)



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## INTERNATIONAL STUDENT TRANSFER REQUEST

**To the International Student:** Please complete Section A of this form to request a SEVIS transfer, then have the International Student Adviser at your current school complete Section B. You must transfer your SEVIS record using this transfer request form before Ball State University can issue you a new I-20 or DS-2019.

### SECTION A: TO BE COMPLETED BY THE STUDENT

Last (Family) Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_\_ Email: \_\_\_\_\_ Phone : ( ) \_\_\_\_\_

Semester/Year you will begin study at Ball State: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer (May) \_\_\_\_\_ Summer (June) \_\_\_\_\_ Year: \_\_\_\_\_

**I request my SEVIS record to be transferred to Ball State University.**

Student's Signature: \_\_\_\_\_ Date (month/day/year): \_\_\_\_\_

### SECTION B: TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISER

**To the International Student Advisor (DSO/ARO):** The student named above has been admitted to Ball State University and has requested for their SEVIS record to be transferred accordingly. Your assistance is appreciated in completing Section B below, releasing the student's SEVIS record and returning this form by fax or mail to the address/fax number listed at the top of this page. Scanned copies can be sent to [Intlservices@bsu.edu](mailto:Intlservices@bsu.edu).

**Ball State University School Code: CHI214F10475000**

SEVIS Release Date (month/day/year): \_\_\_\_\_ SEVIS ID Number: \_\_\_\_\_

1. What is the student's nonimmigrant status? F-1 \_\_\_\_\_ J-1 \_\_\_\_\_
2. If F-1, is this student currently on OPT? Yes \_\_\_\_\_ No \_\_\_\_\_
3. To the best of your knowledge, has the student maintained his or her status while in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Is this student in Terminated status? (if yes, please contact a Ball State DSO/ARO before transferring) Yes \_\_\_\_\_ No \_\_\_\_\_
5. What is the student's last date of attendance at your institution? Date \_\_\_\_\_
6. Please indicate any Practical or Academic Training dates granted to this student: \_\_\_\_\_
7. Comments: \_\_\_\_\_

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DSO or ARO Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Institution \_\_\_\_\_ Phone \_\_\_\_\_

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