

International Programs

SEVIS Transfer Instructions

For students transferring their SEVIS record to Westfield State University

INSTRUCTIONS TO STUDENT: Complete the questions below and provide this form to an international student advisor (designated school official) at your current school. You will also need to provide your current school with a copy of your WSU admission letter.

Your Name: _____

Your SEVIS ID: N _____

Requested transfer release date of your record to WSU: _____ / _____ / _____
mm dd yyyy

Work with your current school on choosing a transfer release date. WSU requires your record no later than the following:

- Fall start: Early to mid-August prior to the start of classes.
Spring start: Early January prior to the start of classes.

INSTRUCTIONS TO INTERNATIONAL STUDENT ADVISOR: The above-named student is requesting to transfer their SEVIS record to Westfield State University (WSU). Please see the statement below before transferring this student's record. This form does not need to be returned to WSU or to the student.

By initiating the transfer of this student's record within SEVIS, you confirm that all the following statements are true:

1. This student has shown you acceptable proof of admission to Westfield State University.
2. This student is currently maintaining valid F-1 status at your institution per DHS regulations.
3. This student's SEVIS record is currently in ACTIVE status.

If all the statements are true, please proceed with the transfer; no written or verbal confirmation with our office is necessary. If any of the statements above **are not true, please do not transfer this student's record**. Instead, please email ipo@westfield.ma.edu with specific information about this student's situation so we may determine the next course of action.

WSU's SEVIS School Code: BOS214F00844000

WSU's Campus Site Name: Westfield State University

If you have any questions, comments, or concerns about this transfer or this student, please email ipo@westfield.ma.edu