



**Form IS-100, Request to Transfer-In F-1 SEVIS Record**

Universities are required to inform SEVIS of all F-1 transfers from one school to another, regardless of whether or not the student intends to travel outside of the United States. An F-1 transfer means that you entered the U.S. on one school's I-20, and you are changing to the I-20 of another school. To complete an F-1 transfer to Clemson University, you must do the following.

1. Complete Student Information Section Below
2. Notify the school you are currently attending of your intent to transfer to Clemson University. A Designated School Official (DSO) at your current school will need to complete the Academic Institution Section of this form. The institution from which you are transferring will update your SEVIS record to indicate your intent to transfer to Clemson University and will enter a "transfer release date". On that date your SEVIS record will become accessible to Clemson University.
3. Upload this F-1 Request to Transfer-In Form to your iStart Student Portal on the *SEVIS Transfer IN Request E-Form*.
4. Report to the Office of International Services (IS) no later than 15 days after the start date indicated on your Clemson I-20 to complete the transfer process. Bring all immigration and travel documents with you.

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**Student Information Section**

I request and authorize the school named below to complete the Academic Institution Section of this form and either return it to me or send via email to the IS office at [is@clemson.edu](mailto:is@clemson.edu).

Name (print) \_\_\_\_\_  
Last/Family Name First/Given Name Middle

Name of School you are Transferring from: \_\_\_\_\_ Date of Birth \_\_\_\_\_ (MM/DD/YYYY)

Applying to Clemson University for: Semester \_\_\_\_\_ Year \_\_\_\_\_ Student ID# \_\_\_\_\_

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**Academic Institution Section- To be completed by the International Student Advisor/Designated School Official from the institution from which you are transferring:**

The student named above has indicated intent to transfer to Clemson University **ATL214F01380000**. We would appreciate your confirmation of the information below, so that we can verify the student's eligibility for the F-1 school transfer. This form should be completed and returned to the student.

**SEVIS Information:**

A SEVIS-to-SEVIS transfer in accordance with 8 CFR 213.2(f)(8)(ii)(c) is to be processed by Clemson University.

Student's SEVIS Identification Number: \_\_\_\_\_  
Student's SEVIS Transfer Release Date: \_\_\_\_\_  
Dates of Previously Authorized Off-campus Employment: \_\_\_\_\_

F-2 Dependent Information:  
Name (print Family Name, Given Name) SEVIS ID Number  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Eligibility for F-1 Transfer:**

I confirm that, to the best of my knowledge, the student named above has continually maintained F-1 status, has been enrolled in a full course of study, and is eligible for an F-1 Transfer.

I confirm that, to the best of my knowledge, the student named above is ineligible for an F-1 transfer for the following reason:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DSO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title (please print): \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_