



# International Student Transfer Clearance Form

Marymount University  
Arlington, Virginia  
[www.marymount.edu](http://www.marymount.edu)

This form is for F-1 students currently studying in the United States who have been admitted into a degree-seeking academic program at Marymount University and have decided that they will attend MU.

**Student:** Please discuss the SEVIS transfer process and your current immigration status with your current international student office. When you are ready to transfer your SEVIS record to MU, complete Section A and submit this form, along with a copy of your MU acceptance letter, to the international student office at your current school. A Designated School Official (DSO) at your current school should complete Section B. Please return the completed form to the appropriate MU Office of Admissions (contact information below). A list of all other required documentation can be found at [www.marymount.edu/admissions/international](http://www.marymount.edu/admissions/international). Your I-20 from MU will not be issued until all requirements are received.

## SECTION A: To be completed by the student

MU ID number: \_\_\_\_\_

Name (as it appears on your passport): \_\_\_\_\_  
Last/Family/Surname First/Given/Personal Middle

Date of birth: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
MM/DD/YYYY

Semester of admission to MU (indicate year): Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ \*Full-time enrollment is required in summer

Will you be traveling outside the U.S. before beginning studies at MU?  No  Yes If yes, departure date: \_\_\_\_\_

Send my I-20 via FedEx to this address (no P.O. boxes): \_\_\_\_\_  
Street number, Street Name Apartment #  
\_\_\_\_\_  
City State/Province Zip/Postal code Country Phone number at which FedEx can reach you

I will pick up my I-20 at the Office of Admissions. (You will be notified when the I-20 is ready for pick up).

I request and authorize the DSO at \_\_\_\_\_ to complete Section B of this form and release the information to MU.  
Name of the school you are currently attending

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION B: To be completed by the Designated School Official (DSO)

The aforementioned student has indicated intent to transfer to Marymount University. Your assistance is appreciated in providing the following information and returning this form to the student or sending it via mail, email or fax to the appropriate office listed below. The Marymount University school code for release purposes is **WAS214F00223000**.

Student SEVIS #: \_\_\_\_\_ I-20 End date/expiration: \_\_\_\_\_ Student transfer release date: \_\_\_\_\_

Student immigration status (check one):

To the best of my knowledge, this student is in status and eligible to transfer.

This student is out of status.  
SEVIS termination date: \_\_\_\_\_ Reinstatement filing date: \_\_\_\_\_

\_\_\_\_\_  
DSO Name and Title Signature Date

\_\_\_\_\_  
Name and address of institution

\_\_\_\_\_  
DSO email Phone Fax

**Please return all complete forms and supported documents to the appropriate Office of Admission via e-mail attachments ONLY:**

Undergraduate Admissions: [international.admissions@marymount.edu](mailto:international.admissions@marymount.edu)

Graduate Admissions: [grad.admissions@marymount.edu](mailto:grad.admissions@marymount.edu)