



Transferring Your SEVIS Record and I-20 from A&M-Commerce

If you are completing your academic program at A&M-Commerce (last registered semester) or are completing any Optional Practical Training employment authorization then you will have a 60 day grace period after the completion of your academic program (last day of your last registered semester) to request a transfer to another school to begin a new academic program. Please contact an international advisor in the International Student Services Office (ISSO) immediately if you are considering transferring to another school.

How do I request a transfer from A&M-Commerce?

Please contact the international office at your new school to discuss any of their requirements prior to the transfer. Generally, most schools will have a transfer release form that has a section that you complete and sign, and then you provide to an international advisor at the ISSO to complete and fax to the new school. The ISSO will require you to submit an official letter of acceptance with the semester admitted before we can initiate the transfer. The acceptance letter may be emailed, faxed, or provided in person at the ISSO. Please allow 2-3 business days for the ISSO to process your transfer request.

What is the timeframe for the transfer?

Once we have the acceptance letter then we can initiate the transfer in the SEVIS database and it can be immediate depending upon the transfer release date. A request for a transfer may take 2-3 business days so please plan accordingly.

Can I transfer after the start of my semester at A&M-Commerce?

A student cannot transfer after the start of a semester at A&M-Commerce and must complete the semester before initiating a transfer. Please consult an international advisor at the ISSO for more information.

What if I just completed my academic program at A&M-Commerce?

If you have just graduated from A&M-Commerce and do not intend on applying for OPT, then you will have a 60 day grace period from the last day of your last registered semester to request a transfer to another school. It is strongly recommended that you apply for admission to your new program early if you intend on beginning a new academic degree at another school once you complete your degree at A&M-Commerce. You must be admitted to and your SEVIS record and I-20 must be transferred to the new school within the 60 day grace period or you will be considered out of status.

What if I am on Optional Practical Training Employment Authorization?

Students are not allowed to study during OPT and if you chose to begin a new academic program during OPT then any OPT employment authorization will automatically be terminated once your SEVIS record and I-20 are transferred and your EAD card will be voided. It is recommended to wait until after the end date on your EAD before requesting to have your SEVIS record and I-20 transferred.

What is the transfer release date?

The transfer release date is the date your SEVIS record and I-20 will be released to your new school. This day cannot be prior to the last day of the semester. This date must be chosen carefully to avoid any violations of any grace period allowed after completion of your program or premature termination of OPT employment.

What if I plan to travel outside the U.S. prior to beginning my new academic program at another school?

Once your SEVIS record and I-20 is released to another school you will need to contact that school's international advisor to request a Transfer Pending I-20 so you may travel and reenter.

What about the transfer of my academic credits?

You will need to contact the academic department at your new school to inquire about the transfer of any of your academic credits from A&M-Commerce.