

Georgetown University Law Center

F-1 Student Transfer-In Request

To properly transfer your immigration status to Georgetown University, please meet first with the International Student Advisor (DSO) at the school responsible for your current F-1 status to notify the DSO of your intent to transfer and to have this form completed. Please return this form by fax to the attention of Indira Marin Dingedine (202) 662-9487 or by mail to the Office of International and Graduate Programs, Suite 6000 Hotung Building, Attn: Indira Marin Dingedine, Georgetown University Law Center, 600 New Jersey Avenue, NW, Washington, D.C. 20001.

For graduating students: You must transfer your immigration status within the 60 day grace period that follows successful completion of your program of study or a period of authorized Optional Practical Training (OPT). If you are currently in the OPT period, a transfer of your I-20 record will end your work authorization on the transfer release date. So please plan accordingly.

For mid-program transfer students: You should transfer to Georgetown University at the end of the current session at your current institution or prior to the last day of the add/drop period for the next required semester at your current institution. [for JD only]

SECTION I: TO BE COMPLETED BY STUDENT

Student Name _____
(Family) (First/Given) (Middle)

Email Address _____

I plan to travel outside the United States before beginning my course of study at Georgetown and will need a Georgetown-issued I-20 to reenter the United States: Y N

If yes, I plan to leave the United States on (approximate date): _____ and intend to return to the United States on (approximate date): _____

My current F-1 entry visa stamp in my passport expires on (date): _____

**** Please submit copies of the following documents along with this completed request form:**

- F-1 entry visa stamp in your passport
- Copy of your current SEVIS I-20

SECTION II: TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL AT YOUR CURRENT OR MOST RECENT SCHOOL

A Designated School Official (DSO) is the person at a school who is authorized to issue the Form I-20.

Name of Designated School Official _____

Position or Title _____

Institution _____

Telephone _____ Fax _____

Email _____

Today's Date ____/____/____

Please return form and required documentation to:
Visa Coordinator - Office of International and Graduate Programs, Suite 6000 Hotung Building
Georgetown University Law Center, 600 New Jersey Avenue, NW
Washington, DC 20001
Telephone: (202) 662-9319, Fax: (202) 662-9487

