



Transfer-In Information for **F-1 Students**

Congratulations on your acceptance to St. Joseph's College!

We are happy to welcome you to St. Joseph's College (SJC), and that you want to continue your U.S. education with us. Please review the following information carefully to ensure that you maintain your F-1 student status.

The Department of Homeland Security requires that F-1 students complete a "school transfer" when beginning studies at a new school.

WHAT YOU HAVE TO DO BEFORE YOU COME TO CAMPUS

- **Notify your international student advisor at your current school of your intent to transfer to St Joseph's College, New York.**
- **Schedule a "release date" with your current international student advisor for your F-1 SEVIS record.** Your SJC Form I-20 cannot be issued until after this release date has been reached.
 - *IMPORTANT: If you are completing, or have completed, your program of study or Optional Practical Training (OPT), you only have a 60 day period following the date of this completion to have your F-1 SEVIS record transferred to us. Your F-1 student status ends 60 days after you complete your program of study or OPT.*
- **Complete the attached F-1 Transfer-In Information and submit it to the Office for Student Involvement and Leadership as soon as possible.**
- **Complete our Application for a Form I-20 and submit it, with all the required documentation to our office.**

WHAT YOU HAVE TO DO AFTER YOU COME TO CAMPUS

- **Attend Orientation.** It is required that you do so.
 - **See your academic advisor to select your classes.**
 - **Report to the International Student Advisor (DSO) immediately after seeing your academic advisor.** Make photocopies of the following documents, and bring them, along with the original documents with you to your meeting:
 - SJC Course registration form
 - Passport identification pages
 - F-1 and all other U.S. Visas
 - Form I-94 Departure Record
 - Our Form I-20 (if it was sent to you to travel)
 - I-20's from all other schools you have attended in the U.S.
 - Schedule your appointment with the International Advisor by contacting the number listed below.
- *Important! You will not be allowed to register for classes until you have been cleared by International Advisor. We will not clear you without all of the documents listed above.***
- **Return to International Advisor to pick up your new SJC Form I-20 once you have been notified it is ready.**

ALWAYS REMEMBER TO PROTECT YOUR LEGAL DOCUMENTS!

Make photocopies of them. Never destroy any I-20's, keep all documents in a safe place.

If you have questions, or would like to schedule an appointment, contact:

Linda Lubranski
Coordinator of Global Studies, and Director of Academic Engagement
Designated School Officer (DSO)
St. Joseph's College
155 West Roe Blvd.
Patchogue, NY 11772
Phone: (631) 687-1280
Email: LLubranski@sjcnyc.edu