

Transfer Process

Transfer to Pratt from another Institution in the U.S.A.

International students maintaining valid F-1 status may transfer to Pratt Institute from another U.S. Service approved school by following the transfer procedures set forth in the regulations. Simply transferring academically from one school to another does not transfer a student's F-1 status unless the student and DSO follow the federal regulations surrounding the transfer process. The transfer process, however, does not require government adjudication. Rather, it is a notification process that takes place as an update event in SEVIS with the active participation of the student, the "transfer out" school, and the "transfer in" school.

For your SEVIS record to be transferred to Pratt Institute from another college or university in the United States, you must be admitted to either Pratt Institute or Pratt's Certificate in English Proficiency program.

NOTE: This transfer process does not apply to undergraduates who are changing major. If you are an undergraduate and you are changing your major, you will be issued a new I-20 when you submit proof that your major has changed.

Transfer-In Process

Student must inform the DSO at the current school ("transfer out") of intention to transfer and provide the DSO with the complete name of the school: Pratt Institute DSO at transfer-out school will need to release SEVIS record to Pratt. Make sure your school transfers/releases you to the correct campus. Pratt has both a Brooklyn and Manhattan campus.

A release date will be set for Pratt to access a student's transfer record. However, if the transfer-out school determines that the student has failed to maintain status, or if the SEVIS record indicates that the student is not in active status, then a release date cannot be set, and the transfer cannot proceed. Do not have your school transfer your SEVIS record if your SEVIS record is not active. We will process an Initial I-20 for you.

Once a student's record has been released in SEVIS with a release date, Pratt can then issue the SEVIS I-20 provided that the student has submitted all required documents listed on the I-20 Request checklist.

Transfer-In Deadlines

If a student completes a course of study (or OPT), the student is eligible for transfer through the end of the 60 day grace period. Failure to transfer during the 60 day grace period will result in the loss of your F-1 student visa status and you will be considered "out of status."

In addition, the start date at the transfer-in school must be within 5 months following the release date set by the transfer-out school, or within 5 months of the program completion date in SEVIS,

whichever date is earlier. This means that a student can remain in the United States for no more than 5 months between completing at the transfer-out school and beginning at the transfer-in school (granted the transfer was initiated in SEVIS within 60 days of the completion of program or OPT).

Traveling outside the US

Students who will travel outside the USA prior to attending the new institution must inform their current institution of their intent to transfer, re-enter the US with the I-20 for the new school's program and report to the new school's international office to complete the required check-in processes.

Students who are traveling are encouraged to discuss their plans or any questions they have with an OIA advisor.

Arrival at Pratt Institute

Upon arriving at Pratt Institute, all new students, including transfer students, are required to bring the following documents to Pratt's Office for International Affairs (OIA) within 15- days of arrival (failure to do so will result in the termination of your F-1 student status):

- Pratt SEVIS I-20 and I-20's from all previous schools attended (including Language Programs)
- Passport with F-1 visa stamp (if you have the F-1 entry visa)
- I-94 (Arrival/Departure Record). Please obtain this form at www.cbp.gov/i94.

NOTE: Failure to check-in with OIA within 15-days of the begin date of classes will result in the termination of your F-1 student status. The transfer process is not complete until you check in at OIA. **If you have any questions concerning the transfer process please contact the Office for International Affairs (OIA) at 718-636-3674.**

Frequently Asked Questions

Q: *I am a transfer student coming to Pratt Institute from another school. When can I start working?*

A: You may start working on-campus at Pratt after your SEVIS record has been transferred here, as long as you are eligible for transfer. Remember that you may only work on the campus of the school which currently maintains your I-20 and SEVIS record. You are eligible for off-campus employment after completing one full academic year in the United States; time spent studying full time at a previous school will count towards that requirement. For more detailed information on working in the United States, please visit the employment section of our website.

Q: *Now that I have my I-20 from Pratt Institute, do I still need to keep my I-20(s) from my previous school(s)? I can just throw them away, right?*

A: Never throw away your old I-20s. There are some applications (OPT, H1B, O1, etc) in which you will need to provide copies of your previous I-20s as documentation of your immigration history here in the United States. It may be difficult to get copies of your I-20s from previous schools after you have left, so you should always keep your original I-20s in a safe place.

Transfer-Out Process

If you are a student at Pratt Institute who will pursue a program of study at another school in the USA, once you have been accepted by the new institution **and** have decided to attend that institution, you should follow the procedures outlined below:

1. You must submit the Pratt Student Exit Form to the OIA
2. You must submit a copy of the admission/acceptance letter from your new school.
3. You must submit your new school's Transfer Form.

Sometimes your new school will ask you to have us complete a Transfer Form, most likely included in your request for I-20 documents. This form is used by the new school to verify that you are still in valid F-1 status. We will complete this form, but we will not transfer your SEVIS record until we have a copy of your admission letter.

Students who initiate the transfer out process must be very certain about the specific institution they will attend as it may be difficult, or even impossible, for the OIA to make changes later.

Frequently Asked Questions

Q: *I turned in all of the documents for my transfer, including the Transfer Form and a copy of my admission letter. When can my SEVIS record be transferred to a new school? Is there a deadline?*

A: In general, we can only transfer your record the day after the semester ends. However, there are circumstances for which a student may need to transfer during the semester to begin a new program. Speak with an international student advisor at the OIA for more information.

Q: *I plan to travel outside the United States before classes start at my new school. Which I-20 do I need to come back to the U.S. to start my classes?*

A: You will need to have the I-20 from your new school when you return. Once your SEVIS record has been transferred, your I-20 from Pratt is no longer valid for travel.

Q: *I have a job on campus. Am I allowed to work after my SEVIS record has been transferred? What about off-campus work like OPT or CPT?*

A: All work authorization associated with your SEVIS record at Pratt Institute ends when it is transferred to another school. This includes your eligibility to work on campus, as well as any off-campus work authorization like OPT, CPT or Economic Hardship.

Q: *I finished my program here at Pratt, and now I'm in my 60-day grace period. I want to transfer to another school, but their classes start after my grace period ends. Can I still transfer?*

A: In general, yes. However, your I-20 must be transferred out before the 60 day grace period ends and you must start your new program of study within 5 months of the completion date of program of study. Please contact an International Student Advisor at OIA for more information.

Q: *My transfer is complete, and I have a new I-20 from my new school. What do I do with my old I-20(s) from Pratt?*

A: You should keep all of your old I-20s, even from previous schools. You may be required to submit copies of previous I-20s if you file for Reinstatement, OPT, or a work visa or permanent residency (H-1B or Green Card). Your records at a previous school may not be readily available if you are asked for copies of your previous I-20s, so it is always best to keep them in a safe place at home.

If you have other questions or concerns about the transfer process, please contact the Office for International Affairs (OIA) by email at ويا@pratt.edu or by calling (718) 636-3674 between the hours of 9am-5pm during the fall and spring semesters or between the hours of 9am to 4pm in the summer.