

To the Transfer-in School:

We are in the process of releasing a SEVIS record to your institution. The SEVIS record will be released after receiving: 1) an acceptance letter to your school and 2) the student submitting our online Transfer Out form.

If you have received a transferred SEVIS record from our school then that is our verification to you that:

- The student is in “ACTIVE” status
- which indicates that the student is in good F-1 status with the USCIS
- and that the student is in good standing with the University of Findlay as a full-time registered student.

**The University of Findlay will not transfer a student record that is in Terminated or Completed status without approval from you first. If the student has a Terminated or Completed SEVIS status, we will contact you and ask for your approval before transferring the record.**

If the student is an Initial Entry student, we will simply register the SEVIS and complete the transfer.

Immigration and personal information can easily be obtained directly from the student’s immigration documents and/or SEVIS record such as:

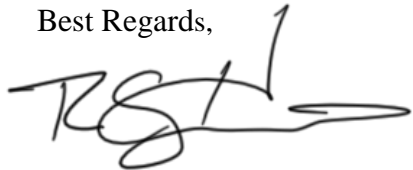
- the student name,
- SEVIS number,
- Program beginning and ending dates,
- The students employment authorization,
- Periods of attendance through transcripts, etc.

Please obtain this information directly from the student.

**Please note, we respectfully decline to complete Transfer-In forms, as they are not required by relevant regulations on F-1 transfers ( 8 C.F.R. § 214.2(f)(8)(ii) and due to the fact information can easily be obtained from the student. This letter along with a completed transfer to your institution is confirmation of the student’s Active SEVIS status.**

Please feel free to contact me if you have any questions or if I can offer additional assistance. My email is [haines@findlay.edu](mailto:haines@findlay.edu) and my contact number is 419-434-4558.

Best Regards,



R. Craig Haines, DSO  
Associate Director of Immigration and Services  
International Admissions & Services