

Marietta College



International Student Transfer Form For Graduate Programs

SECTION I: CURRENT STUDENTS

Graduating seniors seeking to transfer to another institution for graduate school must complete this form in order for your I-20 form to be transferred to your new program.

Name: _____ MC ID: _____ Date of Birth: _____

MC email: _____ Final date at Marietta College: _____

Name of new institution: _____ Start date for program: _____

CHECKLIST TO PROCESS A TRANSFER REQUEST FOR GRADUATE SCHOOL FOR CURRENT STUDENTS

	Complete the Transfer Form for Marietta College
	Make an appointment to see an OEA staff member on the Education Abroad website http://www.marietta.edu/departments/Education_Abroad/index.html
	Email the acceptance letter to Director of Education Abroad before your appointment time
	Complete the Transfer-In Form for your new institution and provide it at the appointment

SECTION II: STUDENTS ON OPT

Students on OPT who wish to transfer their SEVIS record to graduate school need to communicate with the OEA staff via email. The OEA will email the student a copy of the transfer-in-form and/or the email correspondence with the new school when completed. It is the responsibility of the student to obtain the new I-20 and to communicate with the new institution. OPT is processed with a Marietta College I-20--the last date of employment must be included or upon completion of the transfer your employment will be terminated.

Please include the following documents and information in your email or your transfer will NOT be processed.

Letter of acceptance Transfer-in-form (complete the student section and sign) Last day of employment for OPT

Name: _____ MC ID: _____ Date of Birth: _____

Non-MC email: _____ Final date for OPT: _____

Name of new institution: _____ Start date for program: _____

SECTION III: TO BE COMPLETED BY OFFICE OF EDUCATION ABROAD

Transfer release date: _____	Process date: _____	Staff member: _____
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