



New International Transfer Student Checklist Students transferring their SEVIS record from another school

Accept admission offer.

Prepare documents to receive I-20 or DS-2019.

Send transfer-in form (<http://tinyurl.com/OIAttransferform>) to OIA.
Your I-20 or DS-2019 will be processed by OIA after the transfer-out date on form.

Submit completed documentation to unit.

*Once your academic department receives your package, they will enter your information into the University database. Once this process is finished (**2 weeks to 1 month**, but could be longer) your file is submitted to OIA where your visa eligibility document is prepared (approximately **2 weeks** assuming your file is complete).*

OIA mails or student picks up I-20 or DS-2019. *If you will be travelling before the start of class, please consult <http://tinyurl.com/oiatravel> for required travel documents.*

Submit an online check-in form within three business day of arriving in Chicago

Return to OIA after receiving email to pick up transfer complete I-20 or DS-2019.

Complete OIA and other mandatory orientations.

Begin class!