



USC University of
Southern California

Office of Admission

Transferring Your SEVIS Record to USC

Congratulations on your admission to USC! We are thrilled to welcome you to the Trojan Family.

Because you are currently attending a U.S. educational institution or are completing Optional Practical Training (OPT), you must have your SEVIS record transferred to USC. Contact an international student advisor at your current institution to have them electronically release your SEVIS record to USC.

Only one school at a time can access your F-1 SEVIS record. USC can process your I-20 only after your current institution “transfers” your SEVIS access to our office. It is important to remember that your current advisor can complete this step only after your current term, degree program, or OPT has ended. Please provide your advisor the appropriate SEVIS codes depending on your degree program:

For students transferring to the **USC University Park Campus: LOS214Foo291000** (to be used by all undergraduate and graduate students attending programs other than the ones listed below).

For students transferring to the **USC Health Sciences Campus: LOS214Foo291003** (to be used by students pursuing graduate degrees in the Keck School of Medicine, USC School of Pharmacy, Mrs. T.H. Chan Division of Occupational Science and Occupational Therapy, and USC Physical Therapy and Biokinesiology).

USC TRANSFER POLICY GUIDELINES

Transferring your SEVIS Record to USC:

- We do not require any I-20 application forms or transfer-in forms.
- We do not sign or fill out transfer-out forms.
- You do not need to apply for an I-20. Your transfer I-20 will be issued based on the submission of your Intent to Enroll form and the release of your SEVIS record from your current institution.
- To be eligible to transfer your SEVIS record to USC, your USC program must begin within 5 months after the end of your final term at your current institution.
- You must transfer your SEVIS record within the 60-day grace period following the end date on your current I-20.

Transferring your SEVIS Record to USC (Cont.):

- You will not be eligible to transfer your record to USC if you are already outside the U.S. and have missed the 60-day grace period, or if your USC program will begin more than 5 months after the end of your current program. You will receive a new “Initial Attendance” I-20 with a new SEVIS ID and will need to pay the \$200 SEVIS I-901 fee again for your new SEVIS record. You will need a new F-1 visa with your new SEVIS record number printed on it.

Transfer Deadlines

- Please transfer your SEVIS record to USC no later than the first day of class. This will allow you to register for classes in a timely manner and avoid a late registration fee. The first day of classes for any academic term can be found at academics.usc.edu/calendar.
- If you are on OPT, you will lose your OPT status as soon as your record is released to USC. Therefore, you should plan the end of your OPT employment and set your SEVIS transfer date accordingly.

Receiving Your USC I-20:

- Your USC I-20 will be issued within 5 to 7 business days after your SEVIS record is released to us.
- You may have your I-20 mailed to you or held for pick-up on campus.
Mailing your I-20: Please provide the address your I-20 should be sent to. Email us by visiting ask.usc.edu and clicking on the Email Us link. Include *I-20 Mailing Address* as the subject line. For fastest shipping, please send this before your SEVIS record is released to USC.
 - Your transfer I-20 will be sent via FedEx (within the U.S.) or DHL Express (overseas). After your I-20 has been issued, it will take 5-7 business days to ship from Los Angeles, so please take this into consideration when making your mailing and travel arrangements.
 - You will receive your waybill tracking number directly from DHL or FedEx **when your I-20 has been picked up by the courier service from USC.**
- **Picking up your I-20:** You may pick up your I-20 on campus or authorize a friend or family member to pick it up on your behalf. Please email us by visiting ask.usc.edu and clicking on the Email Us link. Include *I-20 Pick-Up Request* as the subject line. For fastest processing, please send this before your SEVIS record is released to USC. Include your USC ID, and the name and phone number of your authorized friend or family member (if applicable). You will receive a notification when your I-20 is issued and ready for pick-up. It will not be available before this time. Please bring your notification email with you and show it to pick up your I-20.

Traveling Outside of the U.S.:

- You may leave the country between your academic programs. However, if you have already transferred your SEVIS record to USC, you must re-enter the U.S. with your USC I-20. You do not need a travel signature.
- You may re-enter the U.S. at any time between your programs as long as you have your USC I-20.
- You may also stay in the U.S. during the 5-month gap allowed between your programs.

Renewing Your U.S. Visa:

- If your visa has expired, you may remain in the United States provided you have no plans to travel outside the U.S. within the 5-month transfer period and you have received your transfer I-20 from USC. However, you will need a new F-1 visa to re-enter the United States the next time you leave the country.
- If you are outside the U.S., you will be able to use your current, unexpired F-1 visa to re-enter the U.S., even if it has your previous school's name printed on it.
- If you are currently outside the U.S., or are planning to leave the U.S. and your visa has expired or will expire shortly after the start of your program at USC, you must use your USC I-20 to apply for a new F-1 visa.

Arriving at USC

- **Complete Passport Verification (PPV):** All new international students must complete Passport Verification (PPV) in person with the Office of International Services (OIS). This will release the registration hold on your student account to allow you to receive a USC ID card and register for classes.
 - Register for a PPV session at ois.usc.edu/new-students/firstweeks/passport-verification-ppv. Multiple sessions are offered starting in June (for the summer semester), July (for the fall semester) or January (for the spring semester).

Questions about your I-20 information, visas or arriving in the U.S.? Please visit the [Frequently Asked Questions](#) or email us at ask.usc.edu.

Once you've arrived on campus, the Office of International Services can answer any questions you may have and help guide you through the transition to campus life. ois.usc.edu

