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. The codes are as follows:

For students transferring to the USC University Park Campus: **LOS214F00291000** (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: **LOS214F00291003** (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, or USC Physical Therapy and Biokinesiology)

Although USC does not have a deadline to receive your SEVIS record, we strongly recommend that your record is transferred and released before the first day of classes to ensure your timely class registration and all USC student services are available to you. The first day of classes for any academic term can be found at [academics.usc.edu/calendar](http://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 with your current school accordingly.

**USC TRANSFER POLICY GUIDELINES**

Transferring your SEVIS Record to USC:

- USC does not have an I-20 application form or a transfer-in form.
- We do not sign or fill out transfer-out forms.
- After you submit your Intent to Enroll form, your USC I-20 will be issued within five to seven business days of the release of your SEVIS record. You do not need to notify us when your record is released.
- To be eligible to transfer your SEVIS record to USC, your USC program must begin no later than 5 months after the end of your final term at your current institution or final day of OPT.
- You must transfer your SEVIS record within the 60-day grace period following the graduation date on your current I-20 or after you have ended OPT employment.
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 five months after the end of your current program. Instead, you will receive a new “Initial Attendance” I-20 with a new SEVIS ID and will need to pay the SEVIS I-901 fee again for your new SEVIS record. Contact your local embassy or consulate to inquire if you need to renew your visa.

Receiving Your USC I-20:

- Your USC I-20 will be issued within five to seven business days after your SEVIS record is released to us. I-20s are issued in the order that records are received. Please take this into consideration when notifying us about where you would like us to send your I-20 or when registering for a Passport Verification appointment.

- Your I-20 will be emailed to your USC email and cannot be emailed to any other personal email outside of the university. If you have not claimed your USC email, please activate your USC NetID here.

Printing Your I-20:

- The US Department of Homeland Security now allows digitally signed and e-mailed I-20s. However, you will need to print a hard copy of this I-20 and travel with it in-hand for entry to the U.S. Digital copies, photo copies, screenshots, or presenting your electronic I-20 on your phone, tablet, or laptop will not be acceptable for any official purpose.

- USC has included the official DHS guidance regarding electronic I-20s at the end of this document. Since electronic I-20s are a new option to students, we strongly recommend printing the DHS guidance and keeping it with your electronic I-20.

Traveling Outside of the U.S.:

- For the latest information on travel while transferring your record to USC, please visit gradadm.usc.edu/new-student-i20.
Renewing Your U.S. Visa:

- If your visa has expired, you may remain in the United States as long as you have received your transfer I-20 from USC and have no plans to travel outside the U.S. within the five-month transfer period. However, you will need a new F-1 visa to re-enter the U.S. 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 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. You must complete PPV no later than 15 days after the start date listed on your I-20.

  - Register for a PPV session at [ois.usc.edu/new-students/firstweeks/passport-verification-ppv](http://ois.usc.edu/new-students/firstweeks/passport-verification-ppv). Multiple sessions are offered starting in May (for the summer semester), July (for the fall semester) or January (for the spring semester). Instructions regarding which documents you should bring to complete PPV are provided on the OIS website.

Have questions about your I-20 information, visas or arrival in the U.S.? Please visit the Frequently Asked Questions page or contact 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. Visit [ois.usc.edu](http://ois.usc.edu) for more information.