

CHECKLIST: TSENG to CSUN ADMISSION & SEVIS TRANSFER

STEP 1. I'm ready to move to CSUN to be a full-time F-1 student. What's my first step?



- If you have already applied to CSUN (even for a previous semester), work with International Admissions located in Bayramian Hall 160 (BH 160), 818.677.3760, intladm@csun.edu. SKIP TO STEP 2
- If you have not applied to CSUN before, do that first at <https://www2.calstate.edu/apply/international>. NOW GO TO STEP 2

STEP 2. Submit required documents to International Admissions



- Submit required documents. See list at <https://www.csun.edu/admissions-records/international/applicants>
- If you are already admitted to CSUN for the correct semester, SKIP TO STEP 3.

The following are required for all international students on an F-1 visa

- o Current financial information: Bank Statement / Bank Letter / Government Sponsorship Letter
- o CSUN Affidavit of Financial Support Form <http://www.csun.edu/anr/forms/affidavit.pdf>
- o Official transcripts. Work with International Admissions on how to submit non-U.S. official transcripts especially if you need your originals returned to you.
- o Proof of English Proficiency
- o See their website for additional requirements. If you are going into a master's degree program, see the individual website for that major. Graduate students must submit letters of recommendation, a statement of purpose, a CV or résumé, and other individualized requirements.

STEP 3. Knowing when to transfer in SEVIS



- You can transfer within 60 days following the last day of the session or semester
 - o You must TRANSFER to CSUN within 60 days after you finish your last session in Tseng College.
 - Once transferred in SEVIS, you can relax and wait for the new semester to begin at CSUN.
 - Once you are transferred in SEVIS, you can travel in and out of the U.S. as often as you wish (or not leave the U.S. at all. Your choice). However, you must use CSUN's I-20 to reenter the United States if you do travel.
 - o Your presence in the U.S. is not necessary for a SEVIS transfer; you can arrange a transfer regardless of your physical location.
 - o You can leave the U.S. without your transfer I-20 with no problem, but you must have the I-20 from the Transfer-In school (CSUN) when re-entering the U.S.

STEP 4. Can I transfer out early? NO.

- You cannot transfer out early. The earliest date your I-20 can be transferred, or released, to CSUN, is the last day of your session or semester. However, if you are admitted to CSUN before your last session or semester ends, read "The Advantages of a Future Release Date" below.

Checklist: Tseng College to CSUN

THE ADVANTAGES OF A FUTURE RELEASE DATE

If you are admitted to CSUN before your last session ends, your transfer can be entered in SEVIS early, and a RELEASE DATE can be set up for an automatic transfer on a future date.

The earliest your I-20 can be **RELEASED** in SEVIS is the last day school, and it is impossible for your new international office, IESC, to access your SEVIS record to issue your I-20 before the release date.

- The advantage to requesting a SEVIS transfer early: IESC can see your name in their SEVIS database as soon as your DSO enters the transfer into the SEVIS database. And although you cannot receive your I-20 early, you can take care of IESC requirements early. IESC only allows students who have been transferred into CSUN in SEVIS to attend their mandatory orientation, submit required documents, etc.
- This means that it may be possible to register (enroll) into CSUN classes even before your current program has ended or before your I-20 has actually been released to CSUN!
- Of course, when transferring after school ends, you can simply be transferred in SEVIS upon request. Just make sure to transfer out before your 60-day grace period ends.

STEP 5. Transfer in SEVIS to CSUN (California State University, Northridge)

- Once officially admitted to CSUN, submit the Request form “Transfer in SEVIS to CSUN” to ARC.
 - Form is available at <https://tsengcollege.csun.edu/studentinfo/sevis-transfers> “Special – SEVIS Transfers to CSUN”
 - Submit form to ARC (Admissions, Registration, and Client Services), by email or in person. ARC is located in EU 200. Open 8:00 am to 5:00 pm, Monday through Friday ~ (818) 677-2504 ~ danielle.g.keesee@csun.edu ~ lesa.green@csun.edu ~ ayda.vardumyan@csun.edu ~ collexl@csun.edu
 - Your I-20 can be transferred in SEVIS only AFTER you are officially admitted to CSUN in SOLAR.

STEP 6. How and where to get your transfer I-20



- International Admissions (BH 160) will have your new (transfer) I-20.**
 - You can look up your individual advisor at <https://www.csun.edu/admissions-records/international/advisors>.
 - Look for your International Admissions Advisor by your last name.
 - Although you receive your transfer I-20 from BH 160, after that, your international office for all SEVIS-related matters is the International and Exchange Student Center (IESC). <https://www.csun.edu/international/new-students> 818.677.3053
 - After you have transferred out of Tseng College, only IESC (International and Exchange Student Center) can access your SEVIS record, and all requests for anything SEVIS-related goes through them.

STEP 7. Be careful about making plans between your Tseng program and CSUN.



- You can obtain your transfer I-20 from BH 160 before you leave the US, but NEVER make airline reservations to leave the US too soon after your Tseng program ends.**
 - You must be fully, officially, admitted to CSUN before a SEVIS transfer can occur.
 - After the transfer, International Admissions needs some time to process the transfer and issue the I-20.
 - Work with your International Admissions Advisor regarding how and when you can receive your transfer I-20.
 - It can be picked up or sent to your country (if you cannot wait to get your I-20 from them before leaving the U.S.)

Note:

- No signature is required on page 2 of your I-20 when you travel while between schools. This is only true when travelling in the time between schools due to a SEVIS transfer.
- Once CSUN begins, you MUST request a travel signature from IESC before travelling!