



# OHIO UNIVERSITY

## FOREIGN STUDENT ADVISOR'S REPORT

### To the International Student:

Since you are currently attending another school in the U.S., this form is required to enable us to issue immigration documentation on your behalf. Two steps are required:

1. Fill out the first page of the form.
2. Give the form to the foreign student advisor at the U.S. school you are currently attending, or the one you most recently attended. The advisor must complete page two and will return the form to our office.

Name as it appears in your passport: \_\_\_\_\_  
last/surname first/given Middle

U.S. Social Security Number (if you have one): \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Male  Female  Country of Citizenship: \_\_\_\_\_ City & Country of Birth: \_\_\_\_\_

U.S. Address:	Permanent Address in Home Country:
_____	_____
_____	_____
_____	_____
_____	_____

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current visa: \_\_\_\_\_ Date current stay expires: \_\_\_\_\_ Date of Entry to U.S.: \_\_\_\_\_

School or agency that issued certificate of eligibility (I-20 or IAP-66/DS-2019) for original entry to the U.S.:

Applying for: Fall  Winter  Spring  Summer  Year: \_\_\_\_\_

### Source(s) of financial support:

- |                       |               |
|-----------------------|---------------|
| 1. _____              | Amount: _____ |
| name and relationship |               |
| 2. _____              | Amount: _____ |
| name and relationship |               |
| 3. _____              | Amount: _____ |
| name and relationship |               |

If any family members will accompany you, list their names, birthdates, city and country of birth, country of citizenship, relationship to you, and SEVIS identification numbers (if known) on a separate piece of paper and attach it to this form.

I hereby authorize my current foreign student advisor to verify the above information and to provide the additional information required on the reverse side of this form.

\_\_\_\_\_  
Signature date

Attach an "original official" transcript from the university and copies of your current I20, I94 and visa.

**To the Foreign Student Advisor:**

The international student named on the reverse side of this form is applying to Ohio University. To assist us in transferring his or her visa documentation, please provide the following information:

1. Is your school SEVIS approved? Yes \_\_\_\_\_ No \_\_\_\_\_

2. If yes, SEVIS number for this student: \_\_\_\_\_ and release date: \_\_\_\_\_

*Note: For students beginning fall quarter, the release date should be no later than July 1. Consideration will be given for special circumstances.*

3. Is this student eligible to return to your institution? Yes \_\_\_\_\_ No \_\_\_\_\_

4. If the student holds an exchange visitor (J) visa:

a. Who is his or her sponsor? \_\_\_\_\_

b. Has the student obtained permission from his or her sponsor to transfer? Yes \_\_\_\_\_ No \_\_\_\_\_

5. If the student holds an F-1 visa, has s/he maintained his or her immigration status? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, please explain: \_\_\_\_\_

\_\_\_\_\_

6. Has the student undertaken optional or curricular practical training? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, circle: OPT CPT from: \_\_\_\_\_ to: \_\_\_\_\_

\_\_\_\_\_  
name of foreign student advisor

\_\_\_\_\_  
signature

\_\_\_\_\_  
name of institution/phone number

\_\_\_\_\_  
date

Please return this form to:  
Ohio University  
Graduate College  
McKee House  
44 University Terrace  
Athens, OH 45701-2979  
Tel. 740.593.2800 Fax: 740.593.4625



The U.S. Immigration and Naturalization Service (INS) has launched a new system known as the Student and Exchange Visitor Information System (SEVIS). This system brings INS into the electronic world and will, when fully operational, assist students in processing their visa documentation in a more timely and efficient manner since visa certificates (I-20 and DS-2019 forms) can now be issued and updated electronically.

One of the biggest changes the SEVIS system has brought to the world of college admissions is the process by which schools issue visa certificates to students who are already in the U.S. on a student or exchange visitor visa (F-1 or J-1). We have therefore developed this information sheet to help you understand the process by which Ohio University can issue visa documentation on your behalf.

## **Basic Steps to Visa Certificate Issuance**

### **For the Student:**

1. After receiving admission decisions from each of the colleges or universities you have applied to, you must decide which school you will attend.
2. Once you make this decision, you need to inform your current foreign student advisor (the person who signed your original I-20 or DS-2019 form).
3. If you intend to enroll in Ohio University, complete and return the enclosed Foreign Student Advisor's Report.
4. Keep both Ohio University and your current school informed of any changes in your address as they occur.

### **For Ohio University:**

1. If you are currently attending a school that has been approved by INS to use the SEVIS system, we can only issue a new visa certificate after your current school "releases" you in SEVIS to Ohio University (refer to the other side of this form for additional information in this regard).
2. If you are currently attending a school that has *not yet* been approved by INS to use the SEVIS system we will issue a new visa certificate when:
  - a. Adequate proof of funding for your first 12 months expenses has been received.
  - b. We receive confirmation that you intend to enroll in Ohio University, and,
  - c. We have received the Foreign Student Advisor's Report.

Please note that some of the INS regulations regarding transferring schools are still somewhat unclear and it may be necessary for us to delay issuing visa documentation on your behalf as additional guidelines and instructions become available. We will make every effort to keep you informed in a timely manner of any changes in the process.

## SEVIS APPROVED SCHOOLS

When a school is approved by INS to use SEVIS, any updates to your visa documentation must be done online. When you are going to transfer to Ohio University, the process is as follows:

1. **You** provide the school that you are currently attending with the following information:
  - a. Notification that you will be transferring schools.
  - b. The name of the school to which you will be transferring (Ohio University is a SEVIS approved school).
  - c. The term (Fall, Winter, Spring, Summer Quarter) that you will begin studying at the new school.
  - d. Any additional information or forms that your foreign student advisor may require.
2. **Your current** school then:
  - a. Notes on SEVIS that you intend to transfer to a SEVIS approved school.
  - b. Puts a date on SEVIS on which the visa transfer process may occur (known as the **release date**).
3. **Ohio University:**

Can only issue a new I-20 or DS-2019 when:

  - Adequate proof of funding for 12 months has been submitted.
  - The Foreign Student Advisor's Report has been received, and,
  - The release date noted in SEVIS has arrived.
  - If your current school notes a release date of June 1, we can only issue your new visa certificate on or after June 1.

## Other Important Changes

1. If you are currently on an **F-2** or **J-2** visa you must switch to F-1 student status to study on a fulltime, degree-seeking basis. Thus, funding documentation and the above steps apply to F-2 and J-2 students as well.
2. You must keep your current school, the school you intend to study at in the future, and INS informed of any changes in your address as soon as those changes occur. See your current foreign student advisor for additional information and assistance in this regard.

We appreciate your assistance in working with us to make your visa transfer as smooth as possible. We also recognize that these changes may be confusing and time consuming and would be pleased to provide you with any additional information or assistance you may require. We also would urge you to work closely with your current foreign student advisor. He or she will be your best source of information and guidance as INS and the schools themselves work to implement this new system.

Graduate College  
Ohio University  
Athens, OH 45701-2979  
Phone: 740-593-2800