



**TRANSFER PROCEDURES  
FOR INTERNATIONAL GRADUATE STUDENTS  
Virginia Polytechnic Institute & State University**

1. Inform the school you are currently attending of your intention to transfer to Virginia Tech.
2. After you complete ALL requirements for admission (including submitting a current financial certification and this form completed and signed by your International Student Advisor), your SEVIS records may be released by your current school and you will be issued a new I-20 or DS-2019 form by Virginia Tech. Your form will indicate that your transfer is pending.
3. You will need to report **in person to International Graduate Student Services in the Graduate School in the Graduate Life Center at Donaldson Brown before the beginning of the semester in which you will first enroll.** You will be issued a new I-20/DS-2019 indicating that the transfer has been completed.
4. Enroll in Virginia Tech in the first term available after leaving your previous school, or the first term after vacation (if you plan to enroll in the Fall semester). Your enrollment will be reported to the U.S. Immigration and Customs Enforcement office through SEVIS.

**It is essential that you follow these procedures in order to maintain your legal non-immigrant status.**

*If you have any questions or concerns regarding these procedures please do not hesitate to contact us at the  
International Graduate Student Services  
Graduate Life Center at Donaldson Brown (0325)  
Virginia Tech  
Blacksburg, VA 24061  
Phone: (540) 231-8486, Fax: (540) 231-3714, E-mail: [igss@vt.edu](mailto:igss@vt.edu)  
<http://www.graduateschool.vt.edu>*