

## **F-1 Student School Transfer Certification Form Instructions**

We are pleased that you are considering William Woods University in your educational program. Welcome!

To transfer your SEVIS record to William Woods, you and the Designated School Official (DSO) at the school you are currently attending must complete the transfer form.

On the top half of the form, indicate the academic school year that you will be attending, such as 2014/2015. The semester will be fall, spring, or summer.

If you will be attending one of our adult education programs, enter the name of the program such as MBA, CIM, MED, BSM, etc. and the start date of your program. Your INS admission number is on your I-94 card and your SEVIS I-20 number can be found above the barcode on your I-20.

If you have not been issued a SEVIS I-20, please take this form to the DSO of your current school and she will fill out the bottom of the form indicating that you have not yet been issued one.

If you have not received a SEVIS I-20, I will generate one for you. If it will need to be mailed, please indicate your address on the top of the form.

If you have already been issued a SEVIS I-20, once the record is released to William Woods, I will update your information in the SEVIS system and generate an I-20 for your new program. Again, if it needs to be mailed, include your address on the top of the form.

**Please be sure to sign and date the form.**

Once the form is complete, return it to:

Tara Emerson, Registrar  
William Woods University  
One University Avenue  
Fulton, Missouri 65251