As an F-1 visa holder, the US federal government must be informed of the educational institution you are attending in the US. If you have been studying at another US educational institution and now plan to attend the University of Wisconsin-Madison, your SEVIS record must be transferred.

After you have been admitted to the University of Wisconsin-Madison and have made your decision to attend school here, you must begin the process of transferring your SEVIS record by completing the student portion of this form (top portion of reverse side of this page). Next, you will submit this form to the international office at your current educational institution. A Designated School Official at your current school must complete the remaining portion of the reverse side of this form and submit it to the Graduate School Admissions Office at the UW-Madison. The Admissions Office will be able to produce your UW-Madison SEVIS I-20 after the release date noted in SEVIS by your current school. You must begin your studies within five months of completing your studies at your current institution or within five months of the expiry date of your EAD card if participating in Optional Practical Training (OPT). Your current institution must release your SEVIS record to the UW no later than 60 days from the completion of your studies or expiry date of your EAD card.

Please Note: You may no longer work on your current campus after the release date. Students participating in OPT must cease employment by the expiry date of their EAD card or when studies begin at UW-Madison, whichever comes first.

To complete the transfer process, you are required to contact a Designated School Official at UW-Madison within 15 days of the program start date listed on your SEVIS I-20. This obligation is fulfilled by attending a Mandatory Visa Registration Program provided by International Student Services (ISS). During this program, you will be asked to identify yourself as a transfer student so that ISS can complete the transfer of your SEVIS record.

All international students on F-1 visas are legally required to attend a Mandatory Visa Registration Program provided by International Student Services (ISS).

When you attend this program, you must bring the following documents:
1) Originals of your passport, I-94 card, and UW-Madison I-20.
2) Photocopies of your identity, expiry, and visa pages of your passport; your I-94 card; and your UW I-20. You will turn in the photocopies of your documents to ISS staff during the program.

Visit the ISS website at www.intstudents.wisc.edu and follow the link to “New Students” for details about the Mandatory Visa Registration Program and other helpful information.
International Student Advisor Report
for Transfer Notification to Attend UW-Madison

To Be Completed by the Student:

Name: ___________________________________________ I-94 #: _____________________________

Family    Given

I intend to begin studies at UW-Madison for □ Fall □ Spring □ Summer of ____________________________ Year

Signature: ___________________________________________ Date: _____________________________

To Be Completed by the International Student Advisor (Designated School Official) at your current school:

This student attended: _______________________________ Educational Institution/Address

________________________________________________

Last term of full-time enrollment: ____________________________

To the best of your knowledge, is the student currently in valid F-1 status? □ Yes  □ No

If no, please explain: ____________________________________________

Has this student been granted practical training? □ Yes  □ No

If so, please indicate type and dates granted: □ CPT ____________________________

□ OPT ____________________________

SEVIS ID Number: ____________________________ Release Date: ____________________________

Name/Title of DSO ___________________________________________ Signature of DSO ____________________________

E-mail: ____________________________ Phone: ____________________________

Note to DSO: In SEVIS, the University of Wisconsin-Madison is listed as follows:
School Code: CHI214F20246000
School Name: University of Wisconsin System
Campus Name: University of Wisconsin-Madison

Please mail and/or fax the completed form directly to International Student Services.

International Student Services • University of Wisconsin-Madison
217 Red Gym • 716 Langdon Street • Madison, WI 53706 • Phone: 608.262.2044 • Fax: 608.262.2838