

# BRADLEY

UNIVERSITY  
Graduate School

## TRANSER PROCEDURE FOR INTERNATIONAL (F-1) STUDENTS

1. Apply for admission to the Graduate School following normal procedures. You must first be admitted to the Graduate School before it is necessary to complete the following procedures.
2. Inform the International Student Advisor (or Designated School Official) at the institution you are currently attending of your intention to transfer to Bradley University.
3. Ask your International Student Advisor (or Designated School Official) to complete the Bradley form entitled: “**Transfer Authorization Form for F-1 Students *Transferring In to Bradley University***” and to forward it to the two addresses indicated on the bottom of the form.
4. Provide the Graduate School at Bradley University with the following items:
  - Your current US address, phone number and e-mail address
  - A copy of your current SEVIS I-20
  - A copy of your passport identification, visa pages and I-94
  - New financial certification documents as explained on the Bradley “Financial Information and Certification Form” available at [www.bradley.edu/academics/grad/forms/fincert.pdf](http://www.bradley.edu/academics/grad/forms/fincert.pdf)
  - Your final, official transcript from the university you are currently attending, when available
5. Request your current International Student Advisor (or Designated School Official) to designate you as a “transfer out” student in SEVIS and to notify us when this process has been completed.

After you have finished steps 1-5 above and your eligibility for an I-20 is determined, a transfer SEVIS I-20 will be mailed to you.

The transfer process is finalized only after you have reported to our Graduate School and Multi Cultural Student Services offices, and registered for classes at Bradley.

If you have questions about the transfer procedures, contact your current International Student Advisor or our office, the Graduate School at: 309-677-2375.