



## TRANSFER-IN INSTRUCTIONS FORM

### INSTRUCTIONS TO STUDENT

It is your responsibility to work with a Designated School Official (DSO) at your current school to have your SEVIS record transferred to Contra Costa College (CCC)/Diablo Valley College (DVC)/Los Medanos College (LMC). Our DSOs cannot do this for you. Use this form to communicate with your current school. Do not return this form to CCC/DVC/LMC.

Please complete the following steps in order:

1. Apply and be admitted to CCC/DVC/LMC.
2. Request the release of your SEVIS I-20 record to CCC/DVC/LMC. Your SEVIS record should be released no later than the first week of the semester. You may provide your DSO with a copy of this form, along with your CCC/DVC/LMC admission letter.
3. Register for the mandatory F-I Check-in Day/Orientation at CCC, DVC or LMC.
4. Check your CCC/DVC/LMC InSite email weekly for important instructions on reporting your arrival.

### IMPORTANT NOTES:

- Traveling outside the U.S. before beginning your studies? Please indicate your dates of travel on your application for admission. You must enter the United States with CCC/DVC/LMC's I-20.
- All work authorization linked to your current school is automatically canceled on the date the SEVIS record is released to CCC/DVC/LMC.
- We cannot create an I-20 until your school releases your record to us.
- Repayment of the I-901 SEVIS fee is not required when transferring a SEVIS record.

### INSTRUCTIONS TO DESIGNATED SCHOOL OFFICIAL (DSO)

Our colleges do not require DSO's to submit a transfer-in form. If a student is in active status, please release the student's record on the appropriate date. If the student's SEVIS record is "Terminated" or "Completed," please contact us at [international@4cd.edu](mailto:international@4cd.edu) **before** transferring the record to Contra Costa College/Diablo Valley College/Los Medanos College.

Here are the SEVIS Codes for our colleges:

- Contra Costa College: SFR214F01868000
- Diablo Valley College: SFR214F01867000
- Los Medanos College: SFR214F00610000