



Elliott

Documents Checklist

I-20 Transfer Requests

☐ Visa Request Form

- Complete the form, answering all applicable questions. Please be sure to sign and date the document. Make sure Page 2 (Source of Funding) matches the information provided in our Source of Funds Guide.

☐ SEVIS Transfer Form

- Follow the directions and complete the form. The 2nd half of the form must be completed by your International Student Advisor. Be sure that you and your advisor sign and date the document.

☐ All copies of former/current I-20's

- Provide legible copies of all pages. If not all former I-20's are available, please at least submit most recent I-20.

☐ Copy of most recent I-94

- Provide a legible copy. [Example of the I-94 Form](#)

☐ Copy of current F-1 Visa

- Provide a legible copy. Found in your passport.

☐ Financial Documents

- Review our [Acceptable Bank Documents guideline](#). Make sure the name of sponsor listed on Page 2 of Visa Request Form matches name of sponsor on Financial Document.

☐ Passport

- Legible copy of biographic page. Passport must be valid for 6 months past the start date of your program.

☐ Dependent Information (if applicable)

- Complete the form, answering all applicable questions. Make sure to include the cost of dependents on Page 2 of Visa Request Form (Source of Funding).

☐ Dependents' Passport (if applicable)

- Legible copy of biographic page. Passport must be valid for 6 months past the start date of your program.

☐ All copies of former/current I-20's for each Dependent (if applicable)

- Provide legible copies of all pages. If not all former I-20's are available, please at least submit most recent I-20.

☐ Copy of each Dependent's current F-1 Visa (if applicable)

- Provide a legible copy. Found in their passport.

If On Optional Practical Training (OPT), must also provide...

☐ Copy of EAD Card (Front and back)

- Submit legible copies.

☐ OPT Forfeit Letter

- Only submit this form if your OPT extends past the start of your program.
- Complete, sign, and date the letter.

Deadline:

Submit all documents (PDF) by **July 25th, 2025** to

esiaiso@gwu.edu