

ATTENTION:

UNDERGRADUATE TRANSFER STUDENTS

Credits earned through educational institutions located outside the United States will be considered for acceptance after an appropriate evaluation. Educational institutions must be recognized by the Ministry of Education (or other accrediting body) of the respective country in order for credit to be accepted.

Students may be required to send their documents to an evaluation agency for a course-by-course evaluation report. One copy of this report should be sent directly to the Admissions Office at Murray State University. This report will then be reviewed by MSU to determine acceptable transfer credit. Students who are eligible for admission will be sent a copy of the MSU evaluation of transfer credit as soon as it completed.

Two agencies we recommend are listed below. We feel these agencies are reputable and reasonably priced. Please check with the Admissions Office before using any other evaluation agency.

World Education Services
PO Box 745 Old Chelsea Station
New York NY 10113-0745
USA

Tel: 212.966.6311
Fax: 212.966.6395
<http://www.wes.org>

E-mail: info@wes.org

Educational Credential Evaluators, Inc.
PO Box 92970
Milwaukee WI 53202-0970
USA

Tel: 414.289.3400
Fax: 414.289.3411
<http://www.ece.org>

E-mail: eval@ece.org

MURRAY STATE UNIVERSITY
INSTITUTE FOR INTERNATIONAL STUDIES

TRANSFER PROCEDURES

This information is for F-1/J-1 students who are transferring to Murray State University. You may transfer to Murray State University by (1) traveling out of the U.S. and using Murray State's I-20/DS-2019 form to reenter the U.S., or, (2) staying within the U.S. and following the procedures listed below.**

****When traveling outside the U.S. you do not need to obtain a new re-entry visa in your passport if your present visa is valid. Remember to use the I-20/DS-2019 issued by Murray State to re-enter the U.S. Upon entering the U.S., make sure the immigration official at the port of entry stamps your Murray State I-20/DS-2019 with the entry date and your nonimmigrant classification (J-1 or F-1).**

Transfer procedures within the U.S.:

1. Have the attached form completed by the international office at your present school and return it to the International Admissions Clerk at Murray State University either by mail, by fax, or in person when you arrive at Murray State. You will not be able to complete your transfer process unless this form is completed. (J-1 students must have the signature in part 8 on the DS-2019 form from your present university).
2. It is your responsibility to complete your transfer to Murray State University within the first two weeks of school. This should be done at the IIS orientation registration prior to the start of classes. If for some reason you do not go to Orientation registration, then you may complete the transfer after school begins at the International Student Office, Rm. 171 Woods Hall. **Please request to see the International Student Adviser.**
3. When completing your transfer you will need to bring the following documents:
 - Murray State University issued form I-20 or DS-2019
 - F-1 students: sign & print your name and add the date at the bottom of the I-20 issued by Murray State University.
 - J-1 students: Take the Murray State University DS-2019 form to the international student office at your present school and request the responsible/alternate responsible officer to complete part 8.
 - Transfer form (attached) completed by the international office at your previous university (only if you have not previously forwarded to the International Admissions Clerk).
 - Passport (the validity date must be current) and your I-94
 - Copies of your previously issued I-20's or DS-2019's from all schools attended in the U.S.

If you fail to complete the transfer process within the first two weeks after classes begin, you risk being in violation of status with the Immigration & Naturalization Service. This may negatively affect your ability to apply for practical training or off-campus employment.

NOTE: You will be allowed to register for classes before completing your transfer procedure

International Admissions Clerk, Murray State University, 171 Woods Hall, Murray, KY 42071-3312
PHONE (270) 809-3708 FAX (270) 809-3211

08/00

MURRAY STATE UNIVERSITY
International Student Transfer Form

(Please complete this form ONLY if you are leaving a U.S. academic institution to enroll at Murray State)

A) TO STUDENT:

Please complete section A of this form, then have the international student adviser at your current school complete section B.

Name of Student _____
Last (Family) First Middle

Semester for which you are applying to Murray State _____ Field of Study _____

Degree level you are applying for _____ Bachelor's _____ Master's _____ Associate

I permit the information requested below to be forwarded to Murray State University:

Student's Signature Birthdate Date

B) TO INTERNATIONAL STUDENT ADVISER:

The student named above has applied for admission to Murray State University. Your assistance is appreciated in completing the section below and returning this form to:

INTERNATIONAL ADMISSIONS CLERK
ADMISSIONS OFFICE
171 Woods Hall
MURRAY, KY 42071-3312
Tel. (270) 809-3208 Fax (270) 809-3211

1. What is the student's nonimmigrant status (F-1, J-1, other-please specify)? _____ If J-1, please give the following:

Program Number _____ Sponsor _____

Length of time in U.S. _____ What category is marked in #4 of DS-2019 _____

2. What semester or quarter did the student last complete at your institution? _____, _____ (year)

3. What is the last INS authorized date for completion of studies in student's current degree program? _____
(Month/Day/Year)

4. What is the level of education student last pursued? _____

5. If your institution is a PUBLIC SECONDARY SCHOOL (High School):

Date student first enrolled at your institution? _____ (Month/Day/Year)

Date student last re-entered the U.S. from travel abroad? _____ (Month/Day/Year)

6. Please indicate any Practical or Curricular Training dates granted to this student: _____

7. To the best of your knowledge, has the student met all obligations to the Immigration and Naturalization Service?

_____ Yes _____ No

8. Comments: _____

Name _____ Signature _____ Date _____

Title _____ Phone _____

Institution _____

Note: F-1 work authorization based on "Severe Economic Hardship" or "Special Student Relief" is automatically cancelled when F-1 transfer is completed

