**Immigration Policies & Procedures**

**Completing Your Transfer:** For students who are transferring to Chico State from a U.S. College, University or language program

Completing your transfer is a two-step process:

1. Email, fax, or hand-deliver a copy of your Chico State acceptance letter and the Transfer Eligibility Form to the International Student Advisor at your previous school.

2. Request that he/she transfer your SEVIS record to Chico State.

Once this process is complete, Chico State will be able to issue your new I-20.