

Hello—

We are happy to help guide you on the Transfer In process for Kent State University.

If you have received notification of your official admission to Kent State University, please visit your application portal at <https://apply.kent.edu/apply/> to print your admission letter and provide a copy to the school you are transferring from. We do not have a form for your current school to complete, you only need to provide your admission letter copy and the Kent State University – Kent Campus **SEVIS school code: CLE214F00387000**. This will allow your current institution to release your SEVIS record to Kent State University. If you will attend another Kent State University campus, please email i20@kent.edu for the SEVIS school code.

Additionally, you will need to complete the Kent State Transfer In Form.

If you have not yet received instructions on how to set-up your iss.kent.edu account, STOP here and email i20@kent.edu.

If you have completed set-up of your iss.kent.edu account, you can find the form in the Request Center by logging into your account.

ALL Documents (1-6) listed below as detailed, are REQUIRED:

1. **Affidavit (located in your iss.kent.edu portal)**
2. **Visa Copy**
3. **Most recent I94 Document - <https://i94.cbp.dhs.gov/i94/#/home>**
4. **Passport Copy – Plus dependent passport copies if any will accompany you**
5. **Bank Statement(s) – Official Transaction History statement for the *Current month and two months back.**
6. ***Current Official Bank Letter – Checking, Savings, **Fixed Deposit, and Money Market accounts are acceptable.
(Bank Letters not in English must include an Official English translated copy in addition to the original document)
**Fixed Deposit accounts also require a copy of the original fixed deposit certificate(s).
*Current meaning the current month, not prior to the current month**

Required financial documents may also include a government sponsorship, or graduate/research assistantship and/or a scholarship award.

The required financial documents as detailed above must show proof of sufficient funding equal to at least the following, according to your level of education.

- **\$44,860 Master of Architecture/Construction Mgmt/Arch & Design/ Landscape & Arch/ Urban & Healthcare Design**
- **\$43,360 Graduate/Grad Assistant Students**
- **\$32,837 American Academy**
- **\$62,416 Aeronautics- *Flight Tech Program ONLY***
- **\$42,416 Undergraduate Student**
- **\$27,074 ESL Only Student**
 - Dependents – Add \$4,500 for first dependent and \$2,500 for each additional dependent

Once you have completed the Transfer In form in your iss.kent.edu account, be sure to also complete Steps 2 – 4 then go to Step 5 and submit the I20 request.

Within 15 days of the start of classes (program start date), please bring all of your immigration documents, as you are required to formally check in with our office, which is the last step in the transfer process of your SEVIS record.

NOTE—If you are on OPT, your OPT authorization will end on the date of your SEVIS release.

If you have any questions or concerns, please contact i20@kent.edu