



## Instructions for F-1 Visa Students Transferring to Cal Poly

1. Submit the [Visa Information Form for Degree Students](#). Login with your Cal Poly email and password.
2. Check your passport end date. It must be valid at least six (6) months past your entry date if you are exiting the USA and re-entering. It must be valid at all times while outside of your home country.
3. If it will be less than 5 months from when you last attended your previous school or were on approved OPT to when you begin classes at Cal Poly, then please request that your school transfer your SEVIS record to California Polytechnic State University, San Luis Obispo, SEVIS School Code: LOS214F00093000. They will likely ask for proof you are admitted to Cal Poly. If they do not accept your electronic notice on the My.CalPoly.edu web portal as proof of acceptance, please contact your Admissions Advisor to request a paper acceptance letter
4. Once the transfer release date has passed, and we have received all of your documents and proof of sufficient funding, we can issue your Cal Poly I-20 and send it to you.
5. Review the I-20 form for accuracy. If there are any errors in any of the fields, the [International Students and Scholars](#) staff immediately. Canadian citizens may skip to Step 8.
6. If you are travelling outside the USA before attending Cal Poly, use your Cal Poly I-20 to re-enter the USA. You will need a valid F-1 visa for re-entry so if your visa is expiring soon, you should [apply to renew it while outside the USA](#). You cannot extend your visa within the USA. Your visa must be valid for entry to the USA, but it is okay if it expires while you are in the USA. If you are not sure if it will be 5 months from when you were last attending school or on approved OPT, please contact the [International Students and Scholars](#) office.
7. If more than 5 months will pass from when you last attended school or were on approved OPT, you must request a new Initial Entry I-20 from the Cal Poly International Center and then:
  - a. [Pay the I-901 SEVIS fee again](#). See this [tutorial](#) on paying the fee
  - b. [Apply for a visa at a United States Embassy or Consulate](#). (not required for citizens of Canada)
  - c. Review How to [Prepare for Your Visa Appointment](#).
8. Review [Instructions for Entering the USA](#)
9. Review [Pre-Arrival Information](#) and our [New Student Resource Guide](#) for more important information for new international students.

We are here to help you!

Cal Poly International Center  
International Students & Scholars  
[intlservices@calpoly.edu](mailto:intlservices@calpoly.edu)  
805-756-1477