



Transfer Checklist

F-1 students transferring to Florida Poly from another SEVP-certified school must complete all pre-arrival tasks identified on this checklist **before** the first day of classes.

Please **submit information to the correct departments** to ensure a smooth process, and utilize the blue underlined hyperlinks to access forms, emails, and websites for additional items needed to complete this checklist. Be aware of university deadlines, health, and travel advisories.

- [International Travel Advisories](#)
- [University Calendars & Deadlines](#)

IMPORTANT: Failure to complete specific tasks (outlined below) by required deadlines will prevent enrollment in classes or result in a delayed start date. Late starts are not authorized.

Required to Be Issued the Form I-20:

Complete and submit the [I-20 Request](#) and [SEVIS Transfer Request](#): (you must have received an admissions offer letter from Florida Poly):

- SEVIS Transfer Request must be completed by both you and the current DSO at the school you are transferring from, before the I-20 can be issued.
 - If your school has their own form, this can be submitted to ISS@floridapoly.edu.
- Completed I-20 and SEVIS Transfer Request must be returned to ISS@floridapoly.edu with all required items.

Provide a **color copy of your F-1 visa** to ISS@floridapoly.edu.

Provide a **color copy of your passport** to ISS@floridapoly.edu (expiration date cannot be less than 6 months from your start date).

Required to Be Eligible to Be Enrolled in Classes:

Pay the Admissions [Enrollment Deposit Fee](#):

- You must **accept** your enrollment offer to confirm your intent to enroll by the [Deposit Deadline](#).
- You will receive an automated "Welcome" email from the IT Department within 24 hours (if paid on a Friday, before an observed holiday, or break; the email will be sent the next business day the university is open).

Log into your [University Student Email Account](#):

- It is a [university policy](#) that all students maintain and regularly check their University email account for official University communications, as it is the official mode of communication with students.
- If you have issues logging in, **please e-mail Admissions** (not ISS) and request a password reset.
- You must utilize this email account for all future university communication once you gain access.
- You will require your university email and password to login CANVAS to complete your next pre-arrival task.



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Submit completed [Health and Immunization Forms](#) via email to [Immunizations](#) (not to ISS).

- This is an admissions requirement please ensure to submit these forms to the correct [email address](#).

Complete the [F-1 Transfer Course](#) in CANVAS:

Submit confirmation of [Health Insurance Coverage](#) via email to [ISS](#).

- All F-1 students are required to have [health insurance coverage](#) for each academic year, until completion of their program of study that meets the minimum coverage mandated by [Florida Board of Governors \(BOG\)](#).

Sign the Student Business Services (SBS) Financial Agreement via your [CAMS Account](#):

- If you cannot access this agreement, please contact SBS directly via [email](#) (not ISS or Admissions).

Must Be Completed Before Arriving in the US and the First Day of Classes:

[Sign up for New Student Orientation \(NSO\)](#):

- NSO is for new students and includes virtual and on campus components.
- NSO will also include a required ISS orientation session for all F-1 students.

Submit confirmation of your Arrival Date to [ISS](#):

- Confirmation must show your arrival date to the US; this can be a copy of your travel itinerary, receipt, or ticket (you are only required to submit one).
 - **Early Arrivals:** If you arrive before you are authorized to move into on/off-campus housing, you must secure [temporary accommodations](#) at **your choice and expense**.
 - **Local Airports:** [Tampa International Airport \(TPA\)](#) | [Orlando International Airport \(MCO\)](#)
 - **Airport Shuttles:** [MCO Airport Shuttles](#) | [MCO Airport Southwest Florida \(Lakeland Area\) Shuttle Service](#)

Review and bookmark the [International Student Handbook](#) for helpful resources and information.

- This handbook has links to forms, guides, regulations, university policies and other resources to assist you while you are living and studying in the US.