



These are the Instructions for Obtaining a New Initial I-20 or a Transfer I-20 to return to the same program at Northeastern University after academic dismissal.

**Please select the appropriate type of I-20 for you:**

- If you are currently attending another school in the U.S. in F-1 visa status and wish to transfer your SEVIS record back to Northeastern University, you need a "Transfer I-20".
- For all other cases, you need an "Initial I-20".

**Transfer I-20 Procedure:**

1. Complete Part I of the [Transfer in Verification Form for F-1 Returning Students](#) and request that an international student advisor at your current school complete and sign Part II of the form. Your current school must return the form to you.
2. Complete the [Academic Advisor/SEVIS Contact Confirmation for Return from Academic Dismissal](#) form.

**NOTE:** You must have your academic advisor (for undergraduate day students) or your SEVIS contact (for graduate and all CPS students) **sign** the form.

3. Complete the [OGS I-20 Request for Return after Academic Dismissal](#) e-form and upload the forms mentioned above. Please make sure that all the forms have been completed and signed. Instructions on other supporting documents needed and options for I-20 delivery are included within this e-form.

**NOTE:** If you cannot access your myNEU account via username and password, use I-20 Request for Return after Academic Dismissal with [NO myNEU access](#).

4. OGS will email you when your new I-20 is ready to pick up or to let you know it is being mailed.
5. Complete the OGS Online Check In after arriving at Northeastern University. Since you will be transferring back to NEU, even though you are not a new student, you will need to complete the Online Check In with the OGS. You will be able to do this by completing the online OGS Check In form. You will receive an email before classes begin directing you to the link you will need to complete this online form. This is necessary to complete your SEVIS transfer process for government purposes and so that our office can register your attendance in the SEVIS system.

## Initial I-20 Procedure:

1. Complete the [Academic Advisor/SEVIS Contact Confirmation for Return from Academic Dismissal](#) form.

**NOTE:** You must have your academic advisor (for undergraduate day students) or your SEVIS contact (for graduate and all CPS students) sign at the end of the form.

2. Complete the [OGS I-20 Request for Return after Academic Dismissal](#) e-form and upload the form mentioned above. Please make sure the form has been completed and signed. Instructions on other supporting documents needed and options for I-20 delivery are included within this e-form.

**NOTE:** If you cannot access your myNEU account via username and password, use I-20 Request for Return after Academic Dismissal with [NO myNEU access](#).

3. OGS will email you when your new I-20 is ready to pick up or what it is being mailed to you.
4. Paying the SEVIS Fee - When you receive the new I-20, you will need to pay the SEVIS fee online and then apply for a new F-1 visa so that you can return to the U.S. to resume your program. Instructions will be included with your I-20. Please note that you still need to pay the SEVIS fee even if you do not need to obtain a new F-1 visa stamp.
5. Obtaining a New F-1 Visa If Needed - Once you have received your I-20 and paid the SEVIS fee, you may need to apply for an F-1 visa stamp if your current F-1 student visa has expired or if it will expire before you return to the U.S. If your current visa bears the name of another educational institution in the U.S. rather than Northeastern University, you will need to obtain a new visa whether or not your visa has expired. If your visa will still be valid at the time that you plan to return to the U.S. and if "Northeastern University" is noted on the visa, you should check with the U.S. embassy/consulate nearest to you to determine whether or not you still need to apply for a new visa. Contact or view the website of the U.S. embassy or consulate where you will apply for a visa for information on procedures for obtaining an F-1 student visa.
6. Complete the OGS Online Check In after arrival in the U.S. Since you will be entering the U.S. on an initial I-20, even though you are not a new student, please note that you will need to complete the Online Check In with the OGS. You will be able to do this by completing the online OGS Check In form. You will receive an email before classes begin directing you to the link you will need to complete this online form. This is necessary to confirm your arrival in the U.S. for government purposes and so that our office can register your arrival in the SEVIS system.



### **Entering the U.S. on a New Initial I-20 and Impact Upon Eligibility for Co-op/Curricular Practical Training (CPT) and Optional Practical Training (OPT)**

Please be aware that returning to the U.S. with an initial I-20 may have an impact upon your eligibility to do Co-op (curricular practical training) in the U.S or Optional Practical Training. Students must have been enrolled for at least one academic year (two semesters or three quarters) to be eligible to do Co-op in the U.S. after entering the U.S. on an initial I-20. All students must have been enrolled for at least an academic year to be eligible for Optional Practical Training authorization after entering the U.S. on an initial I-20.