



Pre-Arrival Checklist

International students who currently hold the F-1 visa and seek to transfer from their current school to Florida Polytechnic University must complete all tasks on this checklist **prior** to the first day of classes, so their F-1 record may be transferred, and a new I-20 can be issued.

Important: Failure to complete these requirements will make you ineligible to enroll, which may result in a delayed start date or the inability to attend. **Late arrivals are not permitted—there are no exceptions or waivers.**

To prepare successfully:

- Follow all [Admissions deadlines and important dates](#).
- Use the **blue underlined hyperlinks** in this checklist to access forms, instructions, and additional resources.
- Stay informed about current [U.S. Travel Advisories](#) that may affect your arrival.

Required to Be Issued Transfer I-20

Complete and submit the [I-20 Request](#) and [SEVIS Transfer Request](#) to [ISS](#).

- SEVIS Transfer Request must be completed by both you and the current P/DSO at the school you are transferring from. If your school has their own form, this can be submitted to [ISS](#) at Florida Poly.
- Your completed I-20 and SEVIS Transfer Request must be returned to [ISS](#) with all required documentation requested on the I-20 form (*e.g., copy of passport, F-1 visa, financial evidence, etc.*)
- Your new I-20 cannot be issued until your record is transferred and documentation has been received.

Provide a **color copy** of your **F-1 visa and passport** with a valid expiration date of no less than 6 months in the future to [ISS](#).

Required to Enroll in Classes

Complete all your Admissions [Next Steps Tasks](#):

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

- You must have an active Florida Poly student email account to access the course.
- To be assigned a student email, you must have paid your enrollment deposit or received a deposit waiver.

Purchase [Health Insurance](#):

- All F-1 students are required to maintain continuous health insurance coverage from their program start date through program end date, including during school breaks (spring, summer, winter).
- Coverage must remain active even if you temporarily depart the U.S. for vacation.

Submit confirmation of your Lakeland, Florida arrival date to ISS.

- Provide a copy of your travel itinerary showing both departure and arrival dates