Applicants who have been ACCEPTED

Getting Your Acceptance Packet and Immigration Documents

Congratulations on your acceptance, we're looking forward to having you here!

Transfer Students who have been accepted to Shawnee State University

Now that you've been accepted, you will need to complete Section A of the "Transfer-In" form which will be sent to you by our office. If you have received notice of your acceptance and have not yet received the "Transfer-In" form, please contact us at cipa@shawnee.edu.

F-1/J-1 Visa Holders: You will need to contact the International Student Advisor or Counselor at your current college or university to complete Section B of the "Transfer-In" form. You must provide your school with a release date in order for them to release your SEVIS record to Shawnee State University. You will not be issued an 1-20 or DS-2019 until this form is completed and returned with the requested documents and your current school releases you for transfer. Once you are issued an 1-20 or DS-2019 you must report to SSU within 15 days of the beginning of classes in order to have your transfer processed.

All Other Transfer Students: If you are not an F-1 or J-1 visa holder, complete Section A only of the "Transfer-In" form and return the form with the required documentation to SSU.

Please submit all "Transfer-In" forms and required documents to CIPA as soon as possible.

All International Applicants who have been accepted to Shawnee State University

Our office will email you a draft of your 1-20 or DS-2019 for you to review for accuracy. Once you confirm that the draft is correct, our office will generate your acceptance documents.

Requesting Your Application Packet

We can send your acceptance packet to your foreign mailing address or to a U.S. contact address. If you choose to have your document sent to a U.S. contact, please include their name in the mailing address you provide.

You have two options available for delivery of your acceptance packet:

Option 1: We can send you your documents by Regular Overseas Mail. Please be advised that Overseas mail often takes 4-6 weeks. If you choose this delivery method, you will need to confirm your overseas mailing address by email with our office as soon as you have confirmed that your 1-20 or DS-2019 is correct.

Option 2: We can send you your documents by Express Mail (Fed Ex). Requesting your acceptance packet through Express Mail is at your expense. To request express mailing of your documents, please visit the EShip Global Website. You MUST use this link — do not go through FedEx directly. You will need to create an account in order to use this service.
shipment of your documents through EShip, you will need your SSU Student ID number, your mailing address, your email address, phone number and credit card information (Visa, MasterCard, or Discover cards only). Please pay close attention to the information you provide while setting up this service — incorrect or erroneous information will delay the mailing of your documents.

**Forms for Incoming International Students**

All incoming international students will need to fill out the following forms and return them to CIPA as soon as possible.

- [Housing Application](#)
- [Arrival Form](#)
- [Emergency Information](#)

Remember, all J-1 visa holders must have proof of [Insurance](#).