

Please complete the top portion of this form, and have the bottom portion completed by the International Student Advisor at the school you currently attend.

TO BE COMPLETED BY THE STUDENT:

Family Name _____ Given Name _____

Soc. Sec. or ID # _____ I-94 # _____

I hereby grant permission for the information requested below to be forwarded to Roger Williams University.

Signature

Date

TO THE DESIGNATED SCHOOL OFFICIAL (DSO):

The above named student has been admitted to Roger Williams University in accordance with pertinent USCIS regulations; we request that you confirm her/his status at your institution so that we may process a transfer in SEVIS.

Please complete the following information and fax or mail it to the Admission Office.

Office of International Admission
Roger Williams University
One Old Ferry Road
Bristol, Rhode Island 02809
fax 401.254.3557

RWU School Code BOS214F20002000

SEVIS ID: _____ Transfer Release date entered in SEVIS: _____

Dates of enrollment at your institution: _____ to _____

Has this student maintained valid F-1 status? ___ Yes ___ No
If no please explain:

Periods of authorized CPT: _____

Periods of authorized OPT: _____

Name and title of DSO

School Name and Phone #

Signature of DSO

Email

Date

TRANSFERRING TO ROGER WILLIAMS UNIVERSITY FROM ANOTHER SCHOOL IN THE USA

If you are transferring to Roger Williams University from another U.S. school, you must follow the Procedures outlined below.

1. Notify the school you currently attend that you wish to transfer to Roger Williams University. Ask the designated school official there to:
 - a. Enter into SEVIS your intent to transfer to Roger Williams University
 - b. Enter into SEVIS a “transfer release date”.
 - c. Complete the bottom portion of the **F-1 Student Transfer Verification Form** (previous page)
 - d. Fax to the RWU Office of Admission

2. If we do not already have on file copies of your pertinent immigration-related documents, please send copies of those as well. We cannot issue a new I-20 to you until we have the following documents in our office:
 - a. Financial statement showing support of 1 year of tuition, fees, housing, and personal expenses.
 - b. Tuition Deposit of \$200 and Housing Deposit (if applicable) of \$350.
 - c. Copy of your unexpired passport.
 - d. Copy of your I-94 Arrival/Departure Record (the small, white card stapled into your passport).
 - e. Copies of previous I-20s issued to you by other institutions.
 - f. Completed F-1 **Student Transfer Verification Form** (see previous page)

Please note also that we must wait until after the “Transfer Release Date” entered into SEVIS by your current school (1.b. above) before we can issue your new I-20.

1. You must report to our office, the Intercultural Center, no later than 15 days after the start date on your Roger Williams University with your I-20 and request that we complete the transfer process. Failure to report to our office within this time period is a violation of your nonimmigrant status. Bring your new Roger Williams University I-20 with you.

2. If all your documents are in order, the Intercultural Center will process your transfer by endorsing page 1 of your Roger Williams University issued I-20. We will return the I-20 to you. This becomes your current, valid I-20; keep it together with all of your previous I-20s. The immigration office will be notified of your transfer to Roger Williams University through SEVIS.

**IMPORTANT NOTE:
Failure to follow these instructions may result in
a violation of your immigration status.**

**Roger Williams
University**

Please direct any questions regarding the immigration transfer process to:
Intercultural Center
Roger Williams University
One Old Ferry Road
Bristol, Rhode Island 02809-2921 U.S.A.
401.254.3400