

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 \_\_\_\_\_

RWU 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 scan or mail it to the Intercultural Center.**

Office of International Admission  
Roger Williams University  
One Old Ferry Road  
Bristol, Rhode Island 02809  
admit@rwu.edu

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 Intercultural Center
  
2. If we do not already have copies of your 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.
  - 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 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