



International Student Transfer Form

Office of the Dean of Undergraduate and Graduate Studies _____

(To be completed by International Students who have been studying in the U.S. prior to coming to Providence College)

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:

Name: _____ Date of Birth: _____
First / Middle / Last MM/DD/YYYY

Degree Sought at Providence College: _____ School/Degree: _____

I hereby grant permission for the information requested to be forwarded to Providence College.

Signature: _____ Date: _____

TO THE DESIGNATED SCHOOL OFFICIAL (DSO) or Alternate Responsible Officer (ARO):

The above named student has been admitted to Providence College. 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. **The Providence College School Code for release purposes is (BOS214F20105000).**

Please complete the following and return this form to the student or direct to:

Providence College
Office of the Dean of Undergraduate and Graduate Studies
1 Cunningham Square
Providence, RI 02918 U.S.A.
or
Fax to +1-401-865-1496
or
E-mail to jray@providence.edu

What is the student's SEVIS ID? _____

What is the student's SEVIS "transfer release date?" _____

Is the information completed by the student above correct? Yes No

To the best of your knowledge, is this student currently maintaining status under the regulations of the USCIS? Yes No
If No, please explain:

Please indicate the student's dates of attendance (not I-20 or DS-2019 form dates) at your institution: from _____ to _____

Please list any periods of Optional or Curricular Practical Training _____

Name and Title of DSO or ARO _____

Signature of DSO or ARO _____

Name of Institution _____

Telephone _____

Email Address _____

Date _____

Procedures for F-1 and J-1 Students Transferring to Providence College from another school in the U.S.

If you are transferring to Providence College 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 Providence College. Ask the designated school official there to:
 - a. Enter into SEVIS your intent to transfer to Providence College.
 - b. Enter into SEVIS a “transfer release date.”
 - c. Complete the bottom portion of the International Student Transfer Form on the front of this sheet.

2. Send the International Student Transfer Form to our office. 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 or DS-2019 form to you until we have the following documents in our office:
 - a. A copy of your unexpired passport identity page.
 - b. A copy of the front and back of your I-94 Arrival/Departure Record (the small, white card stapled to your passport).
 - c. Copies of previous I-20s or DS-2019 forms issued to you by other institutions.
 - d. All financial certification documents
 - e. Completed International Student Transfer Form.

- ** 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 or DS-2019 form.

3. You must report to our office, the Center for International Studies, no later than 15 days after the start date on your Providence College I-20 or DS-2019 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 Providence College I-20 or DS-2019 form with you.

4. If all your documents are in order, a designated school official will notify USCIS of your transfer to Providence College through SEVIS. The International Student Advisor will issue a new I-20 or DS-2019 form to you. This becomes your current, valid I-20 or DS-2019 form; keep together with all of your previous I-20s or DS-2019 forms.

IMPORTANT NOTE:

**FAILURE TO FOLLOW THESE INSTRUCTIONS
MAY RESULT IN VIOLATION OF YOUR IMMIGRATION STATUS**