



# JOHNSON & WALES UNIVERSITY

## Transfer Verification Form For Students in F-1 Status

Dear international student:

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: \_\_\_\_\_

JWU Student ID #: \_\_\_\_\_ Educational Level to Be Sought at JWU: \_\_\_\_\_

Do you plan to exit the USA after completing studies at your current institution and before beginning studies at JWU? \_\_\_\_\_

If yes, please give dates for your planned trip: \_\_\_\_\_

I hereby grant permission for the information requested below to be forwarded to Johnson & Wales University.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature Date

### TO THE DESIGNATED SCHOOL OFFICIAL (DSO):

The above named student has been admitted to Johnson & Wales University. **Please DO NOT transfer a “TERMINATED” or “COMPLETED” record to our institute.** Once this form is completed, please return it to us by emailing it to [isa@jwu.edu](mailto:isa@jwu.edu).

**Johnson & Wales University SEVIS Identification Number: BOS 214 F 20008.000**

➤ 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 United States Citizenship and Immigration Service?  Yes  No

➤ If “No,” please explain: \_\_\_\_\_

➤ Is/ was the student pursuing a full course of study at your institution?  Yes  No

➤ Please indicate this student’s dates of attendance (not I-20 dates) at your institution: \_\_\_\_\_ to \_\_\_\_\_

➤ Please list any periods of Optional or Curricular Practical Training undertaken by this student: \_\_\_\_\_

\_\_\_\_\_  
Signature of DSO

\_\_\_\_\_  
Name and Title of DSO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Location of Institution

\_\_\_\_\_  
DSO Telephone Number/ Email

Procedure for F-1 Students  
**Transfer to Johnson & Wales University  
FROM ANOTHER SCHOOL IN THE USA**

Dear international student:

If you are transferring to Johnson & Wales University from another school in the United States, you must follow the procedures outlined below to accomplish the transfer of your SEVIS Student Record:

1. Complete the top portion of the **Transfer Verification Form** on the front of this paper.
2. Notify the school you currently attend that you wish to transfer to Johnson & Wales University.  
Ask the Designated School Official at your current school to:
  - a. Complete the bottom portion of the **Transfer Verification Form** on the front of this paper
  - b. Enter into SEVIS your intent to transfer to Johnson & Wales University.  
Please note that in SEVIS, our campus appears as  
Johnson & Wales University - Johnson & Wales University.
  - c. Enter into SEVIS a "Transfer Release Date."
3. Return this **Transfer Verification Form** to Johnson & Wales University. 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 Johnson & Wales University I-20 to you until we receive the following documents in our office:
  - a. A copy of your valid passport (including the expiration date)
  - b. A copy of your F1 Student Visa
  - c. A copy of your I-94 Arrival/Departure Record (the small, white card stapled into your passport)
  - d. Copies of previous I-20s issued to you by all other institutions.
  - e. Complete **Transfer Verification Form** (see other side of this paper)

\*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.

4. After your "Transfer Release Date", we are able to issue to you an I-20 with the notation "Transfer Pending". This "Transfer Pending" I-20 is not your official Johnson & Wales University I-20. It will convey the information that you are in the United States with plans to enroll in Johnson & Wales University in the next academic term.
5. You must enroll in a fulltime course load at Johnson & Wales University, and report to the International Student Services Office (ISSO) (274 Pine Street, Providence, no later than 15 days after the start date on your Johnson & Wales University "Transfer Pending" I-20 and request that we complete the Transfer Process.

Failure to report to the International Student Services Office (ISSO) within this time period is a violation of your nonimmigrant status. Bring your "Transfer Pending" Johnson & Wales University I-20 with you to the International Student Services Office (ISSO).

6. If all your documents are in order, a Johnson & Wales University Designated School Official (DSO) will process your transfer to this university by issuing to you a Johnson & Wales University I-20 carrying the notation "Transfer Completed". The Designated School Official will return this new I-20 to you. This becomes your current, valid I-20. Keep it together with all of your previous I-20s. The advisor will notify USCIS of your transfer to Johnson & Wales University through SEVIS.

**\*\*IMPORTANT NOTE: \*\***

**Failure to follow these instructions may result in  
a violation of your F1 Student immigration status in the United States!**

International Student Services Office (ISSO) 8 Abbott Park Place, Providence, RI 02903  
Tel: (401) 598 – 4669 for Undergraduate & ESL Students Fax:(401) 598 – 2267  
Tel: (401) 598 – 2390 for Graduate Students Fax: (401) 598 – 1789