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. In accordance with pertinent USCIS (United States of Citizenship and Immigration Service) regulations, we request that you confirm her/his status at your institution so that we may process accurately a transfer in SEVIS. Johnson & Wales University SEVIS Identification Number is ATL214F1100800. Our campus appears as Johnson & Wales University – Charlotte Campus.

Please complete the following and return this form to the student, or mail it or fax it to us at: International Student Services

Johnson & Wales University
801 West Trade Street
Charlotte, NC 28202

Fax: (401) 598-2267

International Student Services

Johnson & Wales University
801 West Trade Street
Charlotte, NC 28202

Fax: (401) 598-2267

➢ 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?  

➢ To the best of your knowledge, is this student currently maintaining status under the regulations of the United States Citizenship and Immigration Service?  

➢ If “No,” please explain:  

➢ Is/ was the student pursuing a full course of study at your institution?  

➢ Please indicate this student’s dates of attendance (not I-20 dates) at your institution:  

➢ 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

International Student Services * 801 West Trade Street * Charlotte, NC 28202
Tel: (980) 598 – 1322 * Fax: (980) 598 – 1350
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 – Charlotte Campus.
   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 F-1 Student Visa
   c. A copy of your I-94 Arrival/Departure Record (the small, white card stapled in 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 (800 West Trade Street, Suite 170, inside SAFS) 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 International Student Services within this time period is a violation of your nonimmigrant status.

Bring your “Transfer Pending” Johnson & Wales University I-20 with you to International Student Services.

6. If all your documents are in order, a Johnson & Wales University Designated School Official 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 F-1 Student immigration status in the United States!

International Student Services * 801 West Trade Street * Charlotte, NC 28202
Tel: (980) 598– 322 for Undergraduate Students* Fax:(980) 598–1350