

Instructions for International Transfer Students

To transfer to Fitchburg State University from another school in the U.S., follow the steps below to release your SEVIS record to Fitchburg State University.

1. Apply to an undergraduate or graduate program at Fitchburg State University.
2. After you receive an acceptance letter from Fitchburg State, notify your current school that you are planning to transfer.
 - Complete and sign the top portion of the Transfer Verification Form on the reverse side of this paper.
 - Ask the Designated School Official or International Student Advisor at your current school to complete the lower portion of the Transfer Verification Form and return to Fitchburg State via email to inthelp@fitchburgstate.edu.
3. Attend the mandatory international student orientation to receive your continued attendance I-20 from Fitchburg State University.

Note: If you plan to temporarily leave the U.S. before you begin your studies at Fitchburg State University, take the Transfer I-20 Form from Fitchburg State University when you leave the U.S. and use this I-20 to enter the USA. Also be sure that you have a valid U.S. visa to reenter the U.S.A.



Office of International Education
160 Pearl Street
Fitchburg, MA 01420

<http://www.fitchburgstate.edu/intled>

Tel: 978-665-3089

Fax: 978-665-4040

F-1 Student Transfer Recommendation Form

FOR THE APPLICANT:

Please complete the top portion of this form.

Ask your *current* SEVIS Designated School Official to complete the bottom portion of this form.

Applicant's Name: _____

Applicant's SEVIS identification number: _____

Date of Birth: ____ / ____ / ____

- I intend to transfer to Fitchburg State University for the _____ semester in _____ [year].
- I intend to major in _____.
- (If applicable....) I am presently conducting OPT and want to continue in OPT status until ____ / ____ / ____.

I hereby grant permission for the information requested below to be made available to Fitchburg State University.

Applicant's Signature: _____ Date: _____

FOR THE SEVIS DESIGNATED SCHOOL OFFICIAL: The student applicant named above has applied for admission to Fitchburg State University (SEVIS school code: BOS214F00338000). Please help us determine this student's eligibility for transfer by providing the information requested below.

1. Date of initial attendance at your school:	____ / ____ / ____
2. Was he/she considered to be pursuing a full-time course of study?	Yes ☐ No ☐ If no, please explain:
3. What is the student's present degree level?	_____
4. Is the student currently authorized to attend your institution by DHS (either through entry into the U.S. on your I-20 or through approved change of status on your I-20)?	Yes ☐ No ☐
5. Has the student met all financial obligations?	Yes ☐ No ☐
6. Please cite any period of practical training:	Curricular _____ months with expiration date of ____ / ____ / ____ Optional _____ months with expiration date of ____ / ____ / ____
7. To the best of your knowledge, is the student in status with DHS?	Yes ☐ No ☐
8. Please indicate the student's SEVIS transfer release date:	____ / ____ / ____
9. Please list the name(s) and SEVIS identification number(s) of any F-2 dependents of this student:	

I hereby certify that the information offered above is correct:

Signature of School Official

Date

Printed name of Designated School Official

Title

Name of Institution

Email address and phone number of Designated School Official

Please send, fax, or email this form with copies of all prior I-20's issued to this student to the Office of International Education at the address listed at the top of this form. Thank you for your assistance.