



**Robert Morris University SEVIS Transfer-In Form**

The following information is required to process the I-20 if you currently hold an F-1 visa from a school in the United States. **You will not be able to register for classes if you do not complete the transfer process.** *If you plan to travel outside of the US over winter break, you must discuss your travel plans with your international advisor at your current school to make sure you can reenter the US on a valid I-20.*

1. You, the student, will complete Section A.
2. Take this form along with your *RMU Acceptance Letter* to the international office at your current/most recently attended school.
3. Ask the international office to complete Section B and submit to:

**intladmissions@rmu.edu or Fax:412-397-5915**

**Section A:** To be completed by student:

Applicant's Name: \_\_\_\_\_  
Last (Family) First Middle

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Academic major at RMU: \_\_\_\_\_ Start Term and Year: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[ ] I give permission for my student information and SEVIS record to be released to RMU

**Section B:** To be completed by current school's International Student Advisor

Robert Morris University SEVIS School Code: **PHI214F10069000**

**Important Note about Release Date and Winter Break**

RMU is closed over Winter Break. Please set the transfer for the day their program is finished so we have time to process the I-20 before the university closes. No transfer requests will be satisfied between December 20<sup>th</sup> and January 3<sup>rd</sup> as the university will be closed.

**Students Travelling Outside the US over Winter Break**

For students travelling outside the US over winter break, please transfer the record to RMU at least 5 business days before the student's travel date, and no later than December 15<sup>th</sup>. If this is not possible, please set their release date for after their return to the US in January but before January 8<sup>th</sup> so they can enter on their old I-20 and have their RMU I-20 issued after their arrival.

Thank you for helping to make this a seamless process for the student.

Please don't hesitate to contact RMU for any questions or concerns at: **newI20@rmu.edu or 412-397-4243**

**SEVIS ID:** \_\_\_\_\_

**Release Date:** \_\_\_\_\_ **Last Day of Classes:** \_\_\_\_\_

**Is the student currently active in SEVIS?** [ ] YES [ ] NO (If no, please note we do not accept completed or terminated records)

**DSO Name Printed:** \_\_\_\_\_ **DSO Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Name of Institution:** \_\_\_\_\_

**DSO Email:** \_\_\_\_\_ **DSO Phone:** \_\_\_\_\_