



Transfer Verification Form

For Students on an F-1 Visa

School code: BOS214F00328000

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. Please submit this form along

TO BE COMPLETED BY THE STUDENT:

Family Name/Surname: _____ Given Name: _____

I-94 #: _____ Class Year: _____ Smith ID #: _____

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

Signature

Date

TO THE DESIGNATED SCHOOL OFFICIAL (DSO):

The above named student has been admitted to Smith College. In accordance with pertinent INS regulations, we request that you confirm her status at your institution so that we may process a transfer in SEVIS.

Please complete the following and return this form to the student, or mail it or email it to us at:

International Students & Scholars Office
Wright Hall 125
Smith College
Northampton, MA 01063
interstu@smith.edu
413-585-4944

Student's SEVIS ID #: N _____ SEVIS Transfer Release Date: _____

To the best of your knowledge, is this student currently maintaining status under F-1 regulations?

Yes No

If "No", please explain: _____

Is/was the student pursuing a full course of study? Yes No

Please indicate this student's dates of attendance at your institution: _____ to _____

Please list any periods of Optional or Curricular Practical Training:

OPT _____

CPT _____

Name and Title of DSO

Signature of DSO

Name and Location of Institution

Date

**Procedures for F-1 Students
TRANSFERRING TO SMITH COLLEGE
FROM ANOTHER SCHOOL IN THE USA**

If you are transferring to Smith College from another school in the U.S. you must follow the procedures outlined below.

Notify the school you are currently attending that you wish to transfer to Smith College. Ask the designated school official there to:

Enter into SEVIS your intent to transfer to Smith College. Please note that in SEVIS, our campus appears as “Smith College – Smith College” (School Code: BOS214F0328000).

Enter into SEVIS a “transfer release date”.

Complete the bottom portion of the **Transfer Verification Form** on the front of this sheet.

Send the Transfer Verification Form to our office. We cannot issue a new I-20 to you until we have the following documents in our office:

1. A copy of your unexpired passport, including the page that has your photograph.
2. A copy of your I-94 Arrival/ Departure Record (found online, or –rarely- stapled into the passport).
3. Copies of previous I-20s issued to you by other institutions.
4. Completed **Transfer Verification Form** (see other side of this sheet). This should be sent to us either by you or by the International Office at your current institution.

**Please note that we must wait until after the “Transfer Release Date” entered into SEVIS by your current school before we can issue the I-20.

You must report to the Office of International Students & Scholars, no later than 15 days after the start of classes 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. Please bring your new Smith I-20 and your passport with you.