F-1 Students Transferring from Roosevelt to another School in the U.S.

Student Name: _____

RU ID Number: _____ *Email:* _____

School to which you plan to transfer: _____

Have you officially been admitted to the new school? _____

- ⇨ ***If yes, please attach a copy of you admission letter and any transfer forms required by the new school.***

When do you plan to begin classes at the new school (month/day/year)? _____

What is your last day of classes at Roosevelt University (month/day/year)? _____

Have you paid all your Roosevelt University bills? _____

- ⇨ *If not, please do so as soon as possible. Transfer requests cannot be completed until all university financial obligations have been resolved.*

Transfer Release Date

Your new school cannot issue an I-20 for you until Roosevelt "releases" your immigration records in SEVIS. To do this, we must specify a "release date." Generally, the release date will be a date following the last day of the final semester you plan to complete at RU. If you have questions, please contact international student adviser.

What is the release date you request your record to be transferred? _____

If you wish to continue employment on-campus until your release date, you may do so. However, once the release date arrives, you MUST stop working at Roosevelt. Inform your employer of the release date and that you will not be able to continue working beyond that date.

The OIP can cancel or change your transfer plans any time up until the release date. After the release date arrives, we have no further control over your SEVIS records, and you will then have to work with the new school if you wish to change your plans. For this reason, you need to remember the transfer release date and request any changes BEFORE that date arrives.

By signing below, you acknowledge that you have read and understand these instructions.

Student Signature: _____ *Date:* _____

Turn Over →

Office of International Programs – Roosevelt University – 430 S. Michigan Ave, Chicago, IL 60605
Phone: 312-341-3531 – Fax: 312-341-6377 – Email: international@roosevelt.edu

TRANSFER QUESTIONNAIRE (Optional)

Today's Date: _____

Major: _____ *First Semester at RU:* _____

*Level (Graduate/Undergraduate):*_____ *Were you an ELP student?* _____

When do you plan to transfer (semester/year)?

To what school are you transferring?

What is your reason for transferring? (suspension, ELP, different program, difficulty, cost, personal reasons, etc.)

Will you change your major? If yes, to what?

Is cost a factor in your decision to transfer?

Will you be receiving a scholarship? If yes, is it full-tuition?

What was your favorite experience at Roosevelt?

What was your least favorite experience at Roosevelt?