Randolph-Macon College
Ashland, Virginia

**Office of International Education**
Randolph-Macon College
P.O. Box 5005, Ashland, VA 23005-5505
**T** 804-412-1574
http://www.rmc.edu/academics/study-abroad.aspx

# F-1 TRANSFER-IN INFORMATION

Please review the information below carefully before requesting a SEVIS transfer to Randolph-Macon College. If you have any questions about the transfer process, please contact our office at the telephone number listed above. You may also reach our office by e-mail at janenucup@rmc.edu.

## SEVIS Transfer-In Process

If you are transferring to Randolph-Macon College (RMC) from another school in the U.S., you will need to complete a transfer in the Student and Exchange Visitor Information System (SEVIS). You should contact an international student advisor at your current school to discuss any requirements and procedures they may have concerning the transfer process.
The transfer process follows the steps outlined below:

- RMC Office of Admissions forwards admission paperwork to Office of International Education (OIE)
- Student submits “F-1 Transfer-In Form” to OIE (attached)
- International student advisor at current school transfers-out student’s SEVIS record to RMC
- OIE issues a Transfer Pending I-20
- Student reports to RMC (see section below for more information)
- OIE issues a Transfer Completed I-20

You will need to contact an international student advisor at your current school to request that your SEVIS record be transferred to RMC. Your SEVIS record should be transferred to RMC no later than 30 days before the start of the term in which you will begin your studies at RMC.

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## Issuing a New I-20

As described above, the OIE will issue a Transfer Pending I-20 once we have received your admission paperwork from our Office of Admissions **and** your SEVIS record has been released (transferred) to RMC. A Transfer Pending I-20 cannot be issued until both events have occurred.

Please indicate on the "F-1 Transfer-In Form" where our office should mail your Transfer Pending I-20. Please allow 10-12 business days from the date we receive the transfer form to issue the Transfer Pending I-20.

After you arrive at RMC, you will need to complete three steps to meet the reporting requirement and maintain your F-1 visa status:

- Attend the International Student Orientation
- Register full-time (12 credit hours)

Information about the International Student Orientation will be sent to you after you receive your letter of admission from RMC.

Once you have completed all three steps, the OIE will issue a Transfer Completed I-20. This I-20 will complete the transfer process to RMC and will replace your Transfer Pending I-20. You will also receive a travel signature on your Transfer Completed I-20.

## Other Considerations

**Travel**

Once your SEVIS record has been released to RMC, you should no longer use your previous I-20 to re-enter the country after travel. Instead, you should use the Transfer Pending I-20 issued by RMC. The OIE cannot issue a travel signature on your Transfer Pending I-20. Although a travel signature is normally required to re-enter the country, you may still use the Transfer Pending I-20 to enter the U.S. after traveling abroad.

**Visa Document**

You will not need to apply for a new F-1 visa when requesting a SEVIS transfer **unless** your visa has already expired and you plan to travel outside the U.S. Your current F-1 visa will remain valid until its expiration date, even though it still lists your previous school as the school on it. You may remain in the country after your visa has expired, but you will need to renew it before returning to the U.S. after traveling abroad. You may use your Transfer Pending I-20 to apply for a visa renewal.

**SEVIS Fee**

During the transfer process, your existing SEVIS record is transferred to R-MC. Since a new record is not created for you, you will not need to pay the SEVIS fee again.

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# F-1 TRANSFER IN FORM

Please complete this form with an international student advisor or DSO at your current school and mail it to our office at the address listed above.

## To be completed by the student

**RMC Information:** ***(please print clearly)***
Last name (family) _____ First name (given) _____
Phone _____E-Mail _____
Term you have been admitted to RMC ☐ Fall ☐ Spring 20 _____

**Transfer Pending I-20 Mailing Information:**

- Mail to: _____
  _____
- Telephone: _____

For U.S. addresses, please allow 3-7 business days for arrival. For international addresses, please allow 10-14 business days for arrival. Express delivery is available at the student's expense.

## To be completed by an International Student Advisor or DSO at your current school

**The SEVIS School Code for Randolph-Macon College is** WAS214F00271000

Student's SEVIS ID number _____SEVIS release date ____/____/____
Date student was last registered full-time at your school ____/____/____
I-20 program end date ____/____/____
Is the student currently in status? ☐ Yes ☐ No If No, please explain:
_____

_____ _____ _____
Signature of International Student Advisor Printed name Date

_____ _____ _____
Name of school Phone number E-mail address

**Please allow 5 business days to issue a Transfer Pending I-20 once your SEVIS record has been released to our office. If you have requested that your Transfer Pending I-20 be mailed to you, please allow additional time for delivery (see above).**