

## Transferring to Salem State University

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

### Step 1:

- ☐ Apply to an undergraduate, graduate, or the Intensive English Language Program at Salem State University.

### Step 2:

- ☐ After you receive your acceptance letter from Salem State, notify your current school that you are planning to transfer.
- ☐ Complete and sign the top portion of the Transfer Certification Form.
- ☐ Ask the International Student Advisor at your current school to complete the lower portion of the "Transfer Certification Form" and return to Salem State via Fax to: 978-542-7104 or email: [cie@salemstate.edu](mailto:cie@salemstate.edu)

### Step 3:

- ☐ Attend the mandatory International Student Orientation to receive your "Continued Attendance" I-20 from Salem State University.

**Note:** If you plan to temporarily leave the U.S. before you begin your studies at Salem State University, take the Transfer I-20 Form from Salem State University when you leave the U.S. Also be sure that you have a valid U.S. Visa to reenter the U.S.

**TRANSFER CERTIFICATION FORM**

**To be completed by the student**

Name \_\_\_\_\_  
(Family) (First) (Middle)

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

I intend to transfer to Salem State University for the \_\_\_\_\_ Semester.

I grant permission for the release of information requested below to be forwarded to SSU and request that my SEVIS record be released to Salem State University, BOS214F00503.000.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**To be completed by the Designated School Official**

The student named above intends to transfer to Salem State University. Please provide the information requested concerning the status of this student at your institution.

1. Is this student authorized to attend your institution? Yes ☐ No ☐
2. What is the student's SEVIS ID#? \_\_\_\_\_
3. What is the student's SEVIS "Transfer Release Date"? \_\_\_\_\_
4. To the best of your knowledge is the student currently maintaining legal F-1 status under the regulations of the USCIS? Yes ☐ No ☐  
If "No", please explain \_\_\_\_\_  
\_\_\_\_\_

5. Did this student meet all financial and other obligations at your institution? Yes ☐ No ☐  
If "No" please explain: \_\_\_\_\_  
\_\_\_\_\_

6. Has this student been pursuing a full course of study? Yes ☐ No ☐
7. Please indicate the student's dates of attendance at your school: \_\_\_\_\_ to \_\_\_\_\_
8. Please cite periods of practical training:  
Curricular: total months \_\_\_\_\_ Optional: total months \_\_\_\_\_

10. Please make any other comments, which you feel would be appropriate:  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Designated School Official \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Institution: \_\_\_\_\_ Telephone# \_\_\_\_\_