

The College of New Jersey  
**SCHOOL TRANSFER-IN INFORMATION FOR F-1 STUDENTS**

**Congratulations on your application or admission to The College of New Jersey!** We are happy that you want to continue your U.S. education with us. This information is provided to help you maintain your F-1 student status.

**The Department of Homeland Security requires that F-1 students complete a "school transfer" when changing to a new school.**

**WHAT YOU HAVE TO DO BEFORE YOU COME TO CAMPUS!**

- **Notify your international student advisor at your current school of your intention to transfer to The College of New Jersey**
- Schedule a "release date" with your current international student advisor for your F-1 record to *be* transferred to The College of New Jersey. Your new Form 1-20 *cannot be issued after this release date* has been reached (unless you are traveling before reporting to us).

**IMPORTANT: If you are completing (or have completed) your program of study or Optional Practical Training, you only have a 60-day period following this completion to have your F-1 record transferred to us. YOUR F-1 STUDENT STATUS ENDS 60 DAYS AFTER YOU COMPLETE YOUR PROGRAM OF STUDY OR OPT!**

- **Complete the attached F-1 Transfer-In Application** and submit it to Office of International and Off-Campus Programs and Summer School one month prior to the program start date at TCNJ.
- **Complete our [Application for a Form 1-20](#)** and submit it with all required documentation to this office by mail. Original Financial Documents are required.

**WHAT YOU NEED TO DO AFTER YOU COME TO CAMPUS!**

- **Attend Orientation. It is required that you do so.**
- **See your academic advisors to select your classes.**
- **Report to the Office of International and Off-Campus Programs and Summer School immediately after seeing your advisor!** Make photocopies of the following documents and bring them and the original documents with you:

- Course registration form
- Our Form 1-20 (if it was sent to you to travel)
- F-1 and all other U.S. visas
- Passport identification pages
- Form 1-94 Departure record
- I-20s from all other schools you have attended in the U.S.

Fax: 609-637-5128

Phone: 609-771-2576

iss@tcnj.edu

The College of New Jersey  
**SCHOOL TRANSFER-IN APPLICATION FOR F-1 STUDENTS**

**INSTRUCTIONS:** Please complete PART I and then submit it to your International Student Advisor or designated school official at your current school for completion of PART II on the second page of this form.

**PART I: TO BE COMPLETED BY THE STUDENT**

Name (printed) \_\_\_\_\_  
Last/ family First Middle

E-mail \_\_\_\_\_ Contact # ( ) \_\_\_\_\_

Today's date: \_\_\_\_\_ SEVIS ID Number: \_\_\_\_\_

Country of citizenship (and Permanent Residence):  
\_\_\_\_\_

Semester/ Year you intend to transfer to TCNJ \_\_\_\_\_ / \_\_\_\_\_

Have you been accepted to the College of New Jersey yet?  Yes  No

If not, when did you apply? \_\_\_\_\_

Have you submitted your Application for a Form 1-20 to this office yet?

Yes - it is being submitted with this application

No - it is being submitted separately

What "release date" have you and your school agreed upon for your records to be transferred to us? Release date: \_\_\_\_\_

Do you intend to travel *outside* the U.S. just before beginning your studies at  
The College of New Jersey?

No

Yes Dates: From \_\_\_\_\_

To \_\_\_\_\_

If you answered yes above, will you need to apply for an F-1 visa to return to the  
U.S.?  Yes  No

I grant permission for the information to be made available to TCNJ.

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\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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The College of New Jersey  
**SCHOOL TRANSFER-IN APPLICATION FOR F-1 STUDENTS**

**INSTRUCTIONS:** Please complete PART I and then submit it to your International Student Advisor or designated school official at your current school for completion of PART II on the second page of this form.

**PART II: TO BE COMPLETED BY THE INTERNATIONAL ADVISOR OR DESIGNATED SCHOOL OFFICIAL.** Please complete and return to us with photocopies of student's Form(s) I-20 by mail or fax.

School name: \_\_\_\_\_

Address: \_\_\_\_\_

Program of study: \_\_\_\_\_ Major: \_\_\_\_\_

Did the student complete the program the I-20 was issued for?

No  Yes When? \_\_\_\_\_

If the student did not complete the program of study, please indicate the following:

1. Authorized Reduced Course Loads: Type and dates:

\_\_\_\_\_

2. Authorized Practical Training: Type and dates:

\_\_\_\_\_

Dates of attendance: From \_\_\_\_\_ to \_\_\_\_\_

Was the student maintaining F-1 status at your school? \_\_\_\_\_

What "release date" have you and the student agreed upon for the SEVIS record to be

transferred to us? Release date: \_\_\_\_\_

**Name of International Student Advisor:** \_\_\_\_\_

**(Please print)**

**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Signature of International Student Advisor/DSO** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please return this application form to:**

**Beverly Kalinowski**  
**Assistant Dean**

**Office of International and Off-Campus Programs and Summer School**  
**Green Hall—Room 111**

**Phone: 609 771 2326**

**Email: bkalinow@tcnj.edu**

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