TRANSFER FROM ONE U.S. SCHOOL TO ANOTHER

Students already residing in the United States on F-1 visas must complete the procedure outlined below to maintain F-1 status and transfer to Rutgers University. Please note that all changes from one school to another in the U.S. (even if from Rutgers Undergraduate to Rutgers Graduate, OR if graduating from one U.S. school and beginning a new degree program at Rutgers University), regardless of whether the student travels outside the U.S. between schools are designed as “transfers”.

1. Notify the international student adviser (ISA at your current school) of your intention to enroll at Rutgers University and follow the transfer-out procedure at your current institution. This will entail a “transfer out” of your SEVIS record to Rutgers “University- New Brunswick- Grad”, transfer school code: NEW214F00147, with a specific release date. (Please alert your ISA that Rutgers has different SEVIS listings, and that they MUST select the right one for the transfer to occur correctly!)

2. Ask the adviser to complete a Rutgers International Student Advisor’s Report form: (http://globalservices.rutgers.edu/forms/International_Student_Advisers_Report_for_Graduate_Students.pdf) and send it to Graduate Admissions.

3. You will be issued a “transfer pending” Rutgers I-20 to “check in” at the Center for Global Services no later than the end of the first two weeks of classes.

4. After you have registered for classes, your SEVIS record will be updated noting “transfer complete”, and you will be issued another I-20 for “continued attendance”. If you fail to register for classes prior to the last day of Rutgers “drop/add period” you will fall “out of status” with the USCIS.

CHANGE OF STATUS

Students with a nonimmigrant status other than F-1 or J-1 who wish to change to one of these classifications should contact the Center for Global Services at globalservices@gaiacenters.rutgers.edu as soon as they receive their I-20/DS-2019 from Rutgers. The Center will then provide instructions and assistance in applying for a change of status.

ENROLLING AT RUTGERS IN A NON-F-1/J-1 STATUS

Students receive the I-20/DS-2019 form if their application to the University indicates that they intend to be an F-1/J-1 visa status student. Students not intending to be in F-1/J-1 status must notify Rutgers PRIOR to the start of their first semester, and request change of the data on their immigration status in the SEVIS database.

THIS IS VERY IMPORTANT TO PROTECT YOUR LEGAL STATUS IN THE U.S.!!

Follow instructions below to ensure that your data is corrected in the SEVIS database:

- Return the enclosed Form I-20/DS-2019 to: Center for Global Services, 180 College Ave., New Brunswick, NJ, 08901-8537 (USA)
- Include a brief message informing us that you expect to enroll at Rutgers in a nonimmigrant (or immigrant) status OTHER THAN F-1/J-1, and tell us what status you will hold.

CHECK-IN AND DOCUMENT VERIFICATION

All new F-1 & J-1 students are required to report to the Center for Global Services, no later than the end of the first two weeks of classes. To meet this requirement all international students must present their immigration documents to an international student adviser at Rutgers, upon arrival. Documents will be verified during regular working hours at the Center for Global Services, and at scheduled times during the orientation program. It is best to check-in as early as possible to ensure proper activation of your legal status. For students that arrive on-campus prior to orientation, the Center recommends completing the check-in process prior to the start of orientation. Students who arrive after orientation must report to the Center within two weeks of the first day of classes.

ON-CAMPUS EMPLOYMENT

All students must attend the Center’s mandatory “On-Campus Employment” or “Staying in Legal Status” workshop. The workshop discusses on-campus employment regulations, the US income tax system and social security number (SSN) application procedures. In this workshop, students are guided in filling out forms necessary to work on campus and apply for an SSN (if eligible). Must bring: passport, and I-20/DS-2019. A schedule of upcoming workshops is available on the Center’s website at: http://globalservices.rutgers.edu/calendar/TAs/GAs and Fellows will need to complete this procedure to get on University Payroll.

SOCIAL SECURITY NUMBER (SSN)

F-1/J-1 students are eligible to and must apply for a U.S. Social Security Number (SSN) when they obtain an offer for an on-campus job. Before submitting your SSN application to the U.S. Social Security Administration, you must have a job confirmation letter and other documents from the Center for Global Services. These documents will be explained in the Center’s “On-Campus Employment” or “Staying in Legal Status” workshop, offered year-round.
The Center for Global Services coordinates orientation, immigration services, cultural programs and other services for over 6000 international undergraduate and graduate students at Rutgers University (New Brunswick Campus). Please read below for important information related to your legal status in the U.S. Also look out for our emails with more pre-arrival information, orientation details and immigration related procedures.

**HOW TO PAY THE SEVIS I-901 FEE**

The Department of Homeland Security (DHS) **SEVIS Fee** is required for all new F-1 students and J-1 exchange visitors who have been issued an "initial" Form I-20 (F-1) or "new program" Form DS-2019 (J-1). The fee is payable one time for each separate program in which the F-1 or J-1 visitor participates, extending from the time the visitor is granted F-1 or J-1 status to the time he or she changes immigration status or completes the program and departs the United States. The fee is collected by DHS for the operation and maintenance of SEVIS (Student and Exchange Visitor Information System). Rutgers University does not receive any portion of the DHS fee.

To learn more about the SEVIS fee and to pay the fee online please visit:

http://www.ice.gov/sevis/i901/index.htm

The fee amount is as follows:

- All F-1 visa applicants: $200
- Most J-1 visa applicants: $180 (if you have been issued a DS-2019 by Rutgers University, the fee will be $180).
- ALL F-1 and J-1 visa applicants must **pay the SEVIS fee and obtain a payment receipt BEFORE actually applying for a visa**.

Those nonimmigrants already in the U.S. in another immigration status, and applying for a change to F-1 status, must pay and obtain a payment receipt **BEFORE applying for the change of status**. Canadians are required to pay and obtain a receipt **BEFORE proceeding through a U.S. port of entry**; the fee cannot be paid at the port of entry itself. Please note that the SEVIS fee is in addition to any other application fees that the DHS or U.S. Department of State may normally charge for certain transactions such as visa applications.

**I HAVE MY I-20/DS-2019 – NOW WHAT?**

**1. Inform Rutgers that you are accepting your offer of admission.**
   Return I-20s or DS-2019s to schools that you have decided not to attend.

**2. Obtain valid passports** for you and your dependents. Your passport must be valid at least 6 months into the future at all times (especially at the time of entry into the U.S.)

**3. Apply for a student visa** at the U.S. embassy or consulate, if required. Visit the U.S. State Department website (http://www.usembassy.gov/) for details and to locate a consulate. Be sure to use the I-20 or DS-2019 issued by the university that you plan to attend. Currently citizens of Bermuda and Canada do not need a visa to enter the United States; however, they must still pay the SEVIS fee.

**4. Pay the SEVIS I-901 Fee** online and print your receipt. http://www.ice.gov/sevis/i901/index.htm

**5. Make your travel arrangements.** Keep in mind that F-1 and J-1 students may not enter the US more than 30 days before the start date listed on the I-20/DS-2019.

**6. Review Pre-Arrival Information on the Center's website:** globalservices.rutgers.edu

**Upon Arrival:**

1. **Check-In and Document Verification:** All international students and their visa dependents must complete a mandatory check-in process at the Center to activate their SEVIS records

2. **Attend the Staying in Legal Status or On-Campus Employment Workshop**

3. **ATTEND ORIENTATION (Detailed handout also enclosed)**

All F-2/J-2 dependents are required to pay a one-time SEVIS Administration fee of $50 and have appropriate insurance coverage upon arrival.

Please review this document thoroughly for detailed immigration related information.