

### SEVIS Transfer Form for F1 Students

**READ THIS FIRST!**  
COMPLETE THIS FORM TO REQUEST FOR SEVIS TRANSFER OUT FROM YOUR CURRENT SCHOOL TO RIVIER UNIVERSITY.

**STEP 1: COMPLETE THE BELOW**

STUDENT'S NAME: \_\_\_\_\_

RIVIER ID NUMBER: (Refer to your acceptance letter): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

COUNTRY OF ORIGIN: \_\_\_\_\_

**STEP 2: PROVIDE INFORMATION ACCURATELY**

NAME OF YOUR CURRENT (Transferring from) School: \_\_\_\_\_

EMAIL ADDRESS OF CURRENT DSO: (Not Rivier): \_\_\_\_\_

SEVIS RELEASE DATE HERE: (Date to transfer out your SEVIS record to Rivier: \_\_\_\_\_)

*(NOTE: OGE should receive your SEVIS RECORD as soon as possible to avoid delay on class registration)*

**STEP 3: SUBMIT THE FOLLOWING TO YOUR CURRENT SCHOOL/DSO (Transferring from)**

1. Email your current DSO and submit this "Completed SEVIS TRANSFER RELEASE FORM (**THIS FORM**)"
2. Also email copies of passport biographic page, current I-20, U.S. visa, and I-94 card to your school's DSO and/or check the proper way of submitting Transfer Out Request (for example: portal, etc.)
3. Inform your DSO of the **RIVIER UNIVERSITY SCHOOL CODE: BOS214F00422000**  
(This school code is used by your DSO to transfer your SEVIS record to Rivier)
4. Copy your Rivier DSO at [zli@rivier.edu](mailto:zli@rivier.edu) and [globalengagement@rivier.edu](mailto:globalengagement@rivier.edu)

**STEP 4: PREPARE TO JOIN RIVIER UNIVERSITY!**

1. Once you initiated the SEVIS TRANSFER OUT REQUEST, email [zli@rivier.edu](mailto:zli@rivier.edu), [crogers@rivier.edu](mailto:crogers@rivier.edu) and [dbarriga@rivier.edu](mailto:dbarriga@rivier.edu) so we could prepare you for arrival and registration.
2. Keep copies of your Transfer Request emails and form. You might need them for OPT application.
3. Arrive and check-in at Rivier University's Office of Global Engagement at Memorial Hall Room 123 and 120! WELCOME TO RIVIER UNIVERSITY.