

Section 1: To be completed by student requesting transfer

Please complete this form and submit it to your current international student advisor with a copy of your Western New England University acceptance letter to request your transfer. Please do not request a transfer until you have received your admission letter from WNE.

Last/Family Name: _____ First/Given Name: _____

Email Address: _____ Phone Number: _____

Program Start Date: _____ Education Level: _____

Will you travel out of the country before starting your program at WNE? Yes No

If yes, please provide the date you will leave the country?: _____

ISSS mails I-20s using eShip Global so students can choose the method of shipping and tracking their own package. Additional instructions will be sent to you but please see here for more information:

<https://study.eshipglobal.com/slogin.asp>

I intend to transfer to Western New England University and hereby request that my SEVIS record be transferred to Western New England University. I grant permission for the information requested to be released to International Student and Scholar Services.

Student Signature: _____ Date: _____

TRANSFER INSTRUCTIONS FOR THE SCHOOL OFFICIAL

F-1 SEVIS Records:

**Western New England University - Massachusetts
School Code: BOS214F00461000**

**WNE-New England Center for Children (for Applied Behavior Analysis or Behavioral Analysis Students)
BOS214F00461001**

J-1 SEVIS Records:

**Western New England University
Program Number: P-1-14859**

WNE does not require fellow DSO/ROs to complete and return transfer forms. If the student/scholar is in active status, please release the record on the appropriate date. If the student/scholar has indicated they will be traveling outside the U.S. before starting at WNE, we would appreciate a release date at least 2 weeks in advance of the departure date, when at all possible.

If the student is out of status and will require a reinstatement, please contact iss@wne.edu or 413.796.2389 **before** transferring the record to Western New England University.