



Dartmouth College • Office of Visa and Immigration Services

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SEVIS Registration for Transfer Term

Student to complete the following:

ID: _____ NAME: _____

D-PLAN INFORMATION

Please confirm your d-plan information showing R (residence), L (leave), T (transfer), X (exchange), O (off-campus program LSA/FSP):

	Fall	Winter	Spring	Summer
1 st Year	_____	_____	_____	_____
2 nd Year	_____	_____	_____	_____
3 rd Year	_____	_____	_____	_____
4 th Year	_____	_____	_____	_____
5 th Year	_____	_____	_____	_____

THE INTENDED
TRANSFER TERM
IS

(e.g. 2009 summer)

TRANSFER TERM DATES: From: _____ To: _____

COLLEGE/UNIVERSITY: _____

TRANSFER COURSE INFORMATION EQUIVALENCY				DARTMOUTH COURSE		
COURSE NUMBER	COURSE TITLE	QTR HRS	SEM HRS	COURSE NUMBER	COURSE TITLE	COURSE CREDIT

Credit requirements for SEVIS-enrolled transfer term:

COLLEGE RULES: "Each course count unit may be considered the equivalent of a semester course worth 3.3 semester hours (4.5 if a laboratory course) or 5 quarter hours (6.7 if a laboratory course)." Dartmouth College Transcript Statement of Credits.

VISA REQUIREMENTS: "[A]n F-1 student is admitted for duration of status....defined as the time during which an F-1 student is pursuing a full course of study....The student is considered to be maintaining status if he or she is making normal progress toward completing a course of study....8 CFR 214.2(f)(5) A "full course of study" means "Undergraduate study at a college or university, ... to consist of at least twelve semester or quarter hours of instruction per academic term"8 CFR 214.2(f)(6)(i)(B).

THEREFORE, a SEVIS-enrolled transfer term for a Dartmouth College undergraduate student must consist of (a) **full-time enrollment** at the transfer institution and (b) a minimum of **12 semester or quarter hours**. On behalf of the Office of the Registrar, the undersigned certifies the semester or quarter hours for the above-captioned approved transfer courses; and the student certifies his/her agreement to complete such work on the SEVIS-enrolled transfer term.

Dated: _____ Dartmouth Registrar's Office certifies credits

Dated: _____ Student certifies agreement to enroll

DISCLOSURE TO STUDENT

- **Effect of failure to enroll in a SEVIS-approved transfer term:**
 - No transfer credit on the Dartmouth record for the transfer term constitutes a violation of status:
 - Your SEVIS record will be terminated at the beginning of the term following the transfer term.
 - You will no longer be in valid F-1 status and *you may no longer legally use the I-20.*
Note: Keep all I-20s forever; you may be asked to show them at any time in the future. They are necessary for applications for benefits in the future, such as for OPT..
 - Immediate departure from the United States:
 - Following termination for this violation of status, there is no grace period.
 - Optional Practical Training (“OPT”) available after three consecutive terms on a new I-20:
 - OPT is a benefit of F-1 status.
 - Students are eligible to apply for OPT after completing a full academic year..
 - A full year of enrollment on a new I-20 is required to be are eligible to apply for OPT.
- **Disclosure of Termination Information to Third Parties:**
 - “Termination” of the I-20 is part of the SEVIS record and is disclosed to governmental entities.
 - The termination reason is not disclosed to those entities.
 - **Terminations cause a “flag” to be added to your immigration record and *often* causes the student to be put in to secondary inspection when they try to re-enter the U.S.**
- **If a termination of your I-20 is required, you will have to request a new I-20, pay the SEVIS fee (\$200 as of October 2008), and possibly seek a new visa from the Consulate.**

INSTRUCTIONS TO STUDENT

- **Procedure for applying for a “SEVIS-enrolled” Transfer Term:**
 - Meet with the OVIS UG Advisor to discuss your plan: a full course load must transfer to your Dartmouth transcript at the end of the transfer term; failure to transfer credits causes an I-20 termination.
 - See the Registrar’s Office to get courses approved for transfer to Dartmouth.
 - Meet with the OVIS UG Advisor and bring
 - a copy of the Dartmouth transfer course approval form – signed by the Dartmouth faculty and Registrar’s Office --;
 - a copy of transfer course information which shows
 - the name and full address of the transfer institution
 - dates of the transfer term
 - course identification code and course title
 - the number of credits or contact hours and the type of hours (semester, quarter hour, etc.)
 - Confirm that your d-plan is “T” for the transfer term. Being SEVIS-enrolled for a transfer term is just like being SEVIS-enrolled for an R, O, or X term: you must take a full course load and complete the term.
 - The OVIS UG Advisor will review the courses to ensure they will be sufficient for SEVIS enrollment. If SEVIS-enrollment is approved, a new I-20 will be issued showing the transfer term.
- **Procedure during a “SEVIS-enrolled” Transfer term:**
 - **Enroll** in the courses approved by the Registrar’s Office and OVIS.
 - If you have to **withdraw** from a course, immediately send the date of withdrawal to OVIS.
 - Send your residential **address** information to OVIS for filing with SEVIS within 10 days of a move, e-mail OVIS or use this webpage: <http://fs8.formsite.com/Rcatmur/form761695344/index.html>
 - **Working** during a transfer term is not allowed for transfer terms in the United States. For transfer terms in countries other than the U.S., you must investigate the laws pertaining to work in that country.
 - Before leaving the transfer institution, arrange for a **transcript** to be sent to OVIS and to the Dartmouth College Registrar’s Office.
- **Procedure after a “SEVIS-enrolled” Transfer term:**
 - The courses and grades for the transfer term must appear on your transcript and be recorded in the academic period in which the course was taken graded.
 - No transfer credit on the Dartmouth College transcript by the start of the next Dartmouth term may cause violation of status and/or termination of the I-20 and/or need for reinstatement.