

Dominican University

Pre-Arrival Information for Incoming Transfer Students

Step 1: Receive your Transfer Verification form and a copy of your official acceptance letter from the International Student Office

You will receive a scanned copy of your Transfer Verification Form and a copy of your official acceptance letter, from the International Student Office.

- You must print the attachments and you must complete **and** sign **and** date the top portion of the transfer verification form.
- Submit both the transfer verification form and the acceptance letter to the DSO at your current school. Also, you should request the SEVIS transfer from your current school to Dominican University.
- The DSO at your current school will complete the lower portion of the Transfer Verification Form and return it to Dominican University's International Student Office.
- If you are currently in status, the DSO at your school will transfer your SEVIS record to Dominican University. If you are not currently in status, you will not be able to transfer your SEVIS record nor will you be allowed to enroll at Dominican University.
- If the SEVIS record is transferred, the DSO at Dominican University will issue a "Transfer Pending I-20" and will scan it to you. The scanned copy of your Transfer Pending I-20 is now valid for all purposes.
- You will not have to pay the SEVIS fee again, even if you obtain a new visa.

Step 2: Plan Travel

If you depart the US during the period between the end of your program at your current school and the start of the program at Dominican University, you must return on Dominican University's Transfer Pending I-20. DO NOT return on the I-20 of your previous school.

In addition, you must have a valid F-1 visa and your passport must be valid six months from date of arrival. If you chose to remain in the US, you may do so legally with the Transfer Pending I-20. As an F-1 student, you must maintain a valid passport while in the US.

You will not need a travel signature on the Transfer Pending I-20. As an F-1 student, you must be on campus and attending classes at the start of the new semester.

Step 3: Enroll in Classes and Health Insurance

As an F-1 student, you must maintain adequate health insurance and are required to purchase Dominican University's International Student Health Insurance Plan.

If you feel you are eligible for an insurance waiver because you already have a qualified plan, please contact Michael Purcell, Director of Health and Wellness, at mpurcell@dom.edu.

Prior to the start of the semester, you must contact your advisor as listed in your acceptance letter in order to register for the upcoming semester.

All undergraduate students must attend a Student Orientation and Registration (SOAR), either online or in-person. All graduate students must attend a graduate orientation. For more information, please contact your advisor.

For further information on F-1 international student enrollment requirements, please visit [Maintaining Status](#).

Step 4: Post Arrival

Within the first week of classes, **you must** contact Dr. Sue Ponremy, DSO, at sponremy@dom.edu or 708.524.6965 for an appointment. You will participate in an immigration orientation and will be registered in SEVIS. Please bring your passport with visa, your I-20 and a copy of your [I-94 page](#).