



F-1 Transfer In Procedure

TRANSFER IN CHECKLIST

- Receive acceptance letter from TCNJ
- Inform current institution F-1 advisor of your intent to transfer
- Schedule a release date by talking to your current F-1 advisor and TCNJ advisor
- Complete Transfer Out paperwork from current institution
- Complete and submit Transfer In Form to TCNJ F-1 advisor
- Complete TCNJ F-1 Admissions Supplement

Important notes:

- To submit required paperwork do one of the following:
 - E-mail all completed forms to iss@tcnj.edu or directly to an F-1 Advisor in The Center for Global Engagement
 - Mail to: The College of New Jersey
Center for Global Engagement
202 Roscoe West
2000 Pennington Rd.
Ewing, NJ 08628
- You must be admitted to TCNJ and complete the transfer process before the end of your 60 day grace period.
- The course of study at TCNJ must begin within 5 months of the end of the course of study at your current institution or the end of OPT.
- Transfer Out paperwork from your current institution may require signatures from TCNJ staff. Allow 3 business days of processing time to receive the paperwork back.

Transfer In Form

1. To be completed by the student

Last Name (Family Name, Primary name)	First Name (given name)	Middle name
Phone Number	e-mail address	
TCNJ PAWS ID	SEVIS ID	
Semester/Year you Intend to Study at TCNJ	Release Date	
I grant permission for the information that follows to be made available to TCNJ. Please sign and date above.		



Transfer In Form

2. To be completed by International Advisor or Designated School Official

School Name		
Number and Street		
City	State	Zip Code
International Student Advisor (DSO) Name		
Phone Number	e-mail address	
Program of Study		Major
Began Attendance		Ended Attendance
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Did the student complete program?		Completion Date
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Authorized Reduced Course Load?		RCL Types and Dates
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Authorized Practical Training?		PT Types and Dates
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Was the student maintaining F-1 Status?		Release Date
If the student is not maintaining status please explain		
To the best of my knowledge this information is correct. Please sign and date above.		