

Office of International Services
University of Arkansas at Little Rock
Stabler Hall 105 2801 S. University Ave
Little Rock, AR 72204

Phone: 501-683-7566
Fax: 501-683-7567

Transfer In Request

F-1 Students Transferring from Another U.S. School to UALR

Instructions

1. Read the information below concerning transferring to UALR.
2. Complete this form.
3. Call 683-7566 to arrange an appointment with Allyson Hughes, Coordinator.

Transfer Procedure

Undergraduate Students

Students transferring to UALR are required to send the following documents:

- Immunization Records
- Official transcripts from each institution attended
- Financial Guarantee
- Transfer and Form from OIS

All of the above information should be sent to:

Allyson Hughes
Coordinator, International Student Services
Office of International Services
2801 S. University Ave.
Stabler Hall 105
Little Rock, AR 72204

Graduate Students

Students transferring to UALR are required to send the following documents:

- A complete application form, found online at <http://boss.ualr.edu>
- Proof of immunization (excludes online programs)
- Official transcripts from all previously attended colleges and universities. Transcripts must be in the sealed envelope from the university in order to be considered official
- Test scores taken within the last five years, when required by individual programs
- TOEFL test scores (required scores vary by department; please contact the department you are interested in to find out the exact score required on this test.)
- Transfer and Visa Form from OIS

All of the above information should be sent to:

UALR Graduate Admissions
2801 S. University Ave.
Little Rock, AR 72204

Transfer Release Date

You will need to contact your Advisor from your previous school to discuss the date that you want your SEVIS record to be released to UALR. **Reminder: If you are currently on OPT, your OPT will end the date that your SEVIS record is transferred.** Your record should be transferred before the beginning of classes for the new semester.

According to the immigration regulations at 8 CFR 214.2(f)(8)(ii)(C), the release date must be “the current semester or session completion date, or the date of expected transfer if earlier than the established academic cycle.” For instance, students who graduate in May must use the last day of the spring semester as the release date, we cannot choose a later date. Students who decide to transfer while in the middle of the program of study may be more flexible in choosing the transfer release date. This will be decided in consultation with your OIS adviser. ***Special Note for Students on OPT:*** If you are on OPT and wish to transfer to another school, you should be aware that once the transfer release date arrives, your OPT eligibility automatically comes to an end. This is because on the transfer release date, your SEVIS records are sent to the new school and are no longer under the jurisdiction of the University of Arkansas at Little Rock. Because your OPT authorization is tied to you being a student at the University of Arkansas at Little Rock, once your records are transferred, you are no longer a student here and your OPT eligibility ends.

If your OPT end date occurs before classes at the new school begins, this date will be your transfer release date, unless you request an earlier date. If your OPT would not yet be expired by the time classes at the new school begin and you wish to continue your OPT employment until the latest possible date, you will need to discuss your transfer release date with the OIS adviser. You will be instructed to contact the Admissions office at your new school to discuss the latest date they would be able to issue your transfer I-20. Some schools are able to do this only days before you are required to report at the new school, others require the I-20 to be issued several weeks before the report date.

Employment Eligibility for Transfer Students

This can affect your eligibility to work either on the University of Arkansas at Little Rock campus or on the campus of the new school, because regulations allow on-campus employment only at the school whose I-20 is covering you: “In the case of a transfer in SEVIS, the student may only engage in on-campus work at the school having jurisdiction over the student’s SEVIS record.” [8 CFR 214.2(f)(9)(i)] In other words, a student who chooses June 1 as a transfer release date cannot work on the UALR campus after June 1. The student would, however, be able to begin employment on the campus of the new school as soon as the release date passes and they receive the new I-20.

Transfer Students Who Travel Outside the U.S.

If you plan to travel outside the U.S. before classes at the new school starts, you should use the “transfer pending” I-20 from the new school to re-enter the U.S. By entering with the new school’s I-20, it automatically completes the transfer process for you. Transfer students who follow this procedure do NOT need to get a new U.S. visa if your current one is still valid. In

other words, though your valid U.S. visa may say the University of Arkansas at Little Rock, you can still enter the U.S. using that valid visa along with the “transfer pending” I-20 from the new school.

Eligibility to Apply for CPT, OPT, etc. at New School

Transfer students will remain eligible for such benefits of F-1 status like being able to apply for CPT, OPT, etc. at the new school, provided they had maintained status (including registering full-time) for an entire academic year at the University of Arkansas at Little Rock. For example, a student who began studying at the University of Arkansas at Little Rock in August 2003, and who maintained full-time enrollment for that fall and spring semester, would be eligible to apply for Curricular Practical Training or Optional Practical Training at the new school if desired and if eligible in the Fall 2004. You do not have to be enrolled for an additional academic year at the new school in order to be eligible for these benefits.

Canceling the Transfer Release Date

The OIS can cancel or change your transfer plans any time up until the release date arrives. After the release date arrives, we have no further control over your SEVIS record, and you will then have to work with the new school if you wish to change your plans. For this reason, you need to remember the transfer release date that we choose during your appointment, which will be noted below, and request any changes BEFORE that date arrives.

A Word About “Initial Entry” I-20’s

We have mentioned that the new school will not be able to make the “transfer pending” I-20 for you until the SEVIS release date arrives. However, there is a way the school can make an I-20 for you before the SEVIS release date arrives. This is by issuing an “initial attendance” I-20, rather than a “transfer pending” I-20. We DO NOT recommend you allow the new school to do this. If the school gives you an “initial attendance” I-20, and you leave the U.S. and re-enter using the “initial attendance” I-20, you are considered a new student and will not be able to re-enter the U.S. until 30 days before the report date on your initial attendance I-20. You also will not be eligible for CPT, OPT or certain other F-1 benefits until you have been enrolled at the new school for a full academic year.

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Transfer and Visa Form for International Students For use by applicants currently in the U.S

To the student:

If you are currently attending another school in the U.S., this form must be completed as part of the application process. After you have completed this page of the form, ask the International Student Advisor at your present school to complete the second page and return it to UALR.

Section I: To be completed by all applicants

Print your Name: _____
(Family name) (First name) (Middle name)

Country of Citizenship _____ Country of Birth _____ Date of Birth ___/___/___
mo dy yr

Current/Previous School Name: _____

Address: _____

Current Program: ___High School ___Associate's ___Master's
___ESL ___Bachelor's ___Ph.D

Are your dependents in the U.S.? If yes, please indicate names, dates & places of birth and relationship to you.

I authorize my present International Student Advisor to provide the information on the reverse side as part of my application to the University of Arkansas at Little Rock.

Signature _____ Date _____

Section II: For J-1 Exchange Visitors

To be completed by the Responsible Officer

J-1 category _____ Program number _____

Sponsor _____ Expiration of I-94 _____

To the best of your knowledge, is this visitor in stat _____

If no, explain _____

Please attach copies on the current DS-2019 and I-94 (both sides) and complete section III.

Section III: For F-1 students, J-1 students answer all that apply.

To be completed by the International Student Advisor

SEVIS ID Number _____ Release Date _____

Student's last date of entry to U.S. _____ I-94 Admissions # _____

Has student been granted practical training? _____ If yes, provide dates and types _____

Has student been granted off-campus employment for economic necessity? _____

If yes, dates: _____

Is student in good academic standing? _____ yes _____ no

Is student pursuing a full course of study at your school? _____

If no, explain _____

To the best of your knowledge, is the student in good standing with USCIS? _____

If no, explain _____

Has the student ever been or in the process of being reinstated? _____

Please explain _____

Has the student been granted part-time registration permission while enrolled at your institution?

Yes _____ No _____ Basis? (academic, medical, etc.) _____

For how many semesters? _____ For what program level? _____

Major? _____

School Official – Signature and Title _____ Date _____

Institution _____

Address _____

Thank you for your assistance. Please mail or fax directly to The University of Arkansas at Little Rock, International Student Services, 105 Stabler Hall 2801 S. University, Little Rock, AR 72204.

Phone: 501-569-3582 - Fax: 501-683-7567

UALR SEVIS School Code: NOL214F10326000