



Transfer Verification Form
For Students in F-1 or J-1 Status

STUDENT: Please complete the top portion of this form, and have the bottom portion completed by the International Student Advisor at the school, once you finish your current program.

Family Name: _____ Given Name: _____

I hereby grant permission for the information requested below to be forwarded to the University of Maine.

Signature _____ Date _____

Designated School Official (DSO) or Alternate Responsible Officer (ARO):

The above named student has been admitted to the University of Maine (POM214F00149000 or P-1-01822). We would like you to confirm her/his status at your institution so that we may process a transfer in SEVIS.

Please complete the following and return this form to the student, or to us at:
Attn: Mireille Le Gal
Office of International Programs
University of Maine
240 Estabrooke Hall
Orono, ME 04469
Fax/Email
(207) 581-2920
umaineimmigration@maine.edu

- What is the student's SEVIS ID#? _____
• What is the student's SEVIS "Transfer Release Date"? _____
• Has student been granted any reduced course loads? [] Yes [] No Dates and type: _____
• To the best of your knowledge, is this student currently maintaining status under Immigration & DOS Regulations [] Yes [] No
• If "No," please explain: _____
• Is / was the student pursuing a full course of study? [] Yes [] No
• Please indicate this student's dates of attendance at your institution _____ to _____
• Please list any periods of Optional, Curricular Practical Training or Academic Training _____

Signature of DSO/ARO _____
Date _____
Telephone Number _____

Name and Title of DSO/ARO _____
Name and Location of Institution _____

Procedures for F-1 or J-1 Students

TRANSFERRING TO THE UNIVERSITY OF MAINE FROM ANOTHER SCHOOL IN THE USA

If you are transferring to the University of Maine from another U.S. school, you must follow the procedures outlined below. Immigration transfers are possible when the time between the end of your current program and the beginning of your new program at UMaine does not exceed 5 months.

1. **Notify the school you currently attend** that you wish to transfer to the University of Maine. Ask the International Student Advisor there to:
 - a. Enter into SEVIS your intent to transfer to the University of Maine. Please note that in SEVIS, our campus appears as “University of Maine - University of Maine”, our school code is POM214F00149000 and our program number is P-1-01822.
 - b. Enter into SEVIS a “transfer release date.”

2. **Submit documents listed on the reverse of the form- “Transfer Documents Missing”**. Documents can be submitted by mail, email or fax:

Attn: Mireille Le Gal, University of Maine, 240 Estabrooke Hall, Orono, ME 04469
Fax (207) 581-2920 Email: umaineimmigration@maine.edu

Once we receive the missing documents and review them, we will issue the new I-20 or DS-2019 if all is in order.

3. **Report to our office**, the Office of International Programs (240 Estabrooke Hall), no later than 15 days after the start date on your UMaine I-20 or DS-2019 and request that we complete the transfer process. Failure to report to our office within this time period is a violation of your non-immigrant status.

***FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN
A VIOLATION OF YOUR IMMIGRATION STATUS.***

*University of Maine, Attn: Mireille Le Gal
Office of International Programs • 240 Estabrooke Hall • Orono, ME 04469
(207) 581-3423 • Fax: (207) 581-2920 • umaineimmigration@maine.edu*