



CENTER FOR
GLOBAL ENGAGEMENT

INTERNATIONAL TRANSFER-IN INSTRUCTIONS

STUDENT:

Please provide a copy of this letter to a DSO at your current school, along with a copy of your RMU acceptance letter.

If you are starting in the **Spring semester** and plan to travel outside of the US over winter break, you must discuss your travel plans with your international advisor at your current school to make sure you can re-enter the US on a valid I-20.

DSO:

Robert Morris University's SEVIS School Code is **PHI214F10069000**. Please note that RMU does not accept records in **canceled** or **terminated** status.

IMPORTANT NOTE ABOUT RELEASE DATE AND WINTER BREAK

RMU is closed over Winter Break. Please set the transfer for the day their program is finished so we have time to process the I-20 before the university closes. **No transfer requests will be satisfied between December 20th and January 3rd as the university will be closed.**

For students travelling outside the US over winter break, please transfer the record to RMU at least 5 business days before the student's travel date, and no later than December 15th. If this is not possible, please set their release date for after their return to the US in January but before January 8th so they can enter on their old I-20 and have their RMU I-20 issued after their arrival.

Thank you for helping to make this a seamless process for the student.

CONTACT US

Please don't hesitate to contact us at newi20@rmu.edu with any questions or concerns.