International Student I-20 Process for Transfer Students

First Steps by Student:

- **To begin the transfer in process, a student must have completed the following:**
  - Made an appointment with the Designated School Official (DSO) at the transfer out school and have given the following information to him/her:
    - Written confirmation of the acceptance to Roseman University of Health Sciences (admissions letter from the unit you applied to at Roseman)
    - Contact information for the new school’s DSO (depends on campus you will attend):
      - **Angela Bigby** – Registrar/Director of Student Services – Henderson campus, abigby@roseman.edu, 702-968-2046
      - OR
      - **Christine Daoust** – Assistant Dir. of Student Serv. – South Jordan campus, cdaoust@rosmean.edu, 801-878-1040
    - The transfer release date that you have decided upon. Base that date on your academic needs, travel or work plans, and projected program start date at Roseman University (should be within five months of the Roseman start date for your program).

Next Step by Transfer Out School:

- DSO at transfer out school will then process a “Transfer Out” release for the student in SEVIS. The student will likely be contacted so that he/she is aware of when this process is completed.

Next Steps by Student (Required before a transfer I-20 will be sent):

- Completed admission packet received by Roseman academic unit from student (must include the signed payment agreement).
- First year’s tuition and fees paid to the Bursar’s Office by
  - Check or money order mailed to:
    - Roseman University of Health Sciences
    - Bursar’s Office
    - 11 Sunset Way
    - Henderson, NV 89014
    - USA
  - OR, an electronic transfer of funds (contact Bursar’s Office at 702-968-1658 for details)
  - **Please note:** This option can be faster, but typically requires extra fees – be sure to account for exchange rates as well.
- Bank statements proving the student has personal liquid assets or a sponsor who has liquid assets enough to pay for the entire length of the program.
  - **Definition of “liquid asset” -** An asset that can be converted into cash in a short time, with little or no loss in value.
  - Some examples of liquid assets:
    - Cash
    - Savings/Checking Accounts
    - Certificates of Deposit
    - Guardianship accounts
    - Money market accounts
    - Treasury bills
    - Liquid stocks
    - U.S. savings bonds
    - Non-term life insurance policies with a cash surrender
- If the above bank statements are in someone else’s name (a family member contributing funds for your academic program and expenses, include a FORM I-134 (even if the family member is a citizen of another country).

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Bank statements should be mailed to the campus Student Services Office you plan to attend:

**Henderson:** Angela Bigby, Roseman University of Health Sciences, Registrar/Student Services Office/ 11 Sunset Way, Henderson, NV 89014, USA

**South Jordan:** Christine Daoust, Roseman University of Health Sciences, Registrar/Student Services Office/ 10920 S. Riverfront Pkwy., South Jordan, UT 84095, USA
Next Step by Student Services Office:

- I-20 created in SEVIS
- I-20 mailed to student (address will be confirmed via email with student prior to mailing)
  - Tracking number will be emailed to student

Next Steps by Student: (Make copies of all documents for your own file)

___ Sign/date the transfer I-20 when you receive it, make a copy, and email copy to either Angela or Christine (depending on your campus) – You keep the original!

___ Fax to 702-968-1643 OR email copy to Angela – Henderson (abigby@roseman.edu) or Christine – South Jordan (cdaoust@roseman.edu)

___ Make appointment with Student Services office when you arrive on campus, so that you can receive your updated I-20, and we can update your local address in SEVIS (very important step!)