TRANSFER FORM FOR F-1 STUDENTS

INSTRUCTIONS FOR F-1 STUDENTS: If you are transferring from another U.S. institution to the Language and Culture Center, you must have this form completed by a Designated School Official (DSO) at the school from which you are transferring. Complete and sign the information in section 1 and then send this form to the current school for the completion of section 2.

SECTION 1: INFORMATION TO BE COMPLETED BY STUDENT

Your signature authorizes the DSO at your current school to release information to the Language and Culture Center.

Student’s Name: ______________________________________________________

Signature: ___________________________ Date: ___________________________

Provide a valid U.S. address:

Street: ________________________________

City: __________________ State: __________ Zip Code: __________

SECTION 2: INFORMATION TO BE COMPLETED BY A DESIGNATED SCHOOL OFFICIAL

Please email or fax the completed form to our office. A completed transfer form must be received before an acceptance letter will be provided. Please do not release the student until you obtain our acceptance letter.

1. To the best of your knowledge, is the student currently in legal F-1 status and eligible to transfer to our university?
   - [ ] Yes      - [ ] No.      If not, please explain why. ______________________________________________________

2. Has the student met all financial obligations to your school?
   - [ ] Yes      - [ ] No

3. Dates of enrollment: From: __________________ To: __________________

4. If currently enrolled, what is the expected last date of enrollment? ____________________________

5. SEVIS ID: ______________________________________________________

6. Comments: ______________________________________________________

Name of School: ______________________________________________________

Name of DSO: ___________________________ Title: ___________________________

Signature: ___________________________ Date: ___________________________

Phone: ___________________________ Fax: ___________________________ Email: ___________________________

SEVIS School Code: HOU214F00110001 School Name: University of Houston-System
Name of Campus: U. of Houston, Language & Culture Center

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