Transfer-in Form for F-1 Students

This form should be used by students who are currently on F-1 status at another U.S. institution and wish to transfer the SEVIS Form I-20 to the University of Houston. The student should complete section I and have the current (transfer-out) school’s International Advisor/DSO complete section II. This form is part of the admissions requirement for F-1 students and must be submitted to gradschool@uh.edu to complete the transfer process.

SECTION I: TO BE COMPLETED BY THE STUDENT APPLICANT
By signing this form the student consents to having the information in section II released to UH.

Last name (surname)    First name (given name)    Date of birth (mm/dd/yyyy)

E-mail    Transfer-in semester    UH program/course of study

Student’s signature    UH (PeopleSoft) ID    Date (mm/dd/yyyy)

SECTION II: TO BE COMPLETED BY THE INTERNATIONAL ADVISOR/DSO
Please complete all sections; if a field is not applicable place “N/A.” J-1 students must contact ISSS for a different form.

1. The student’s SEVIS ID: N_____________________
2. The student’s SEVIS status (circle one): Initial   Active   Completed   Terminated
   Additional notes regarding status: ______________________________________________________________
   _______________________________________________________________________________________
3. Program of study: ________________________________________ Degree level: _______________________
4. Length of study at your institution (mm/dd/yyyy):  _____________________  until  ______________________
5. Did the student graduate?    Yes  /  No
6. Dates of any authorized reduced course load (RCL) in SEVIS:
   Due to academic reasons: ______________________________
   Due to medical reasons: ________________________________

Name of DSO and title    E-mail address    Phone number

_________________________________________     __________________     ______________________
School name                                     SEVIS release date (mm/dd/yyyy)

___________________________________     __________________     ______________________
DSO signature                                 Date (mm/dd/yyyy)

Please release SEVIS record to University of Houston – System. SEVIS School Code: HOU214F00110000

You must complete the I-20 transfer steps by reporting to International Student & Scholar Services office within 15 days of the reporting date listed on item 5 of your UH I-20. If you do not or you may be in violation of your F-1 status. State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form; (2) under sections 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitle to have the University correct information about you that is incorrect.