

I-20/DS-2019 TRANSFER FORM



Only for **Admitted** students currently on F-1 or J-1 status transferring from a U.S. institution

This form should be used by students who are currently on F-1 or J-1 status at another U.S. institution and wish to transfer the SEVIS Form I-20 or DS 2019 to the University of Houston for undergraduate studies. After receiving admission to UH, the student should complete Section 1 and have his/her current **Designated School Official (DSO)/Responsible Officer (RO)** complete Section 2. The completed form must be submitted to the UH Office of Admissions, 4434 University Drive, Houston TX 77204-2023 by FAX 713-743-8336 or email to: Jamail Garrick, SEVIS Coordinator jgarric@central.uh.edu

SECTION 1: TO BE COMPLETED BY THE STUDENT APPLICANT

_____ (LastName/Family/Surname)	_____ (Given/First Name)	_____ (Middle)	_____ Semester of Enrollment
_____ UH ID (PeopleSoft ID)	_____ DATE OF BIRTH (mm/dd/yyyy)	_____ Email	

I authorize my current institution to provide the information requested in **SECTION 2** of this form to the UH Office of Admissions.

_____ Student's Signature	_____ Date (mm/dd/yyyy)
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SECTION 2: TO BE COMPLETED BY INTERNATIONAL ADVISOR/DSO/RO

- The Student's SEVIS ID Number: _____
- The Student's SEVIS status is (circle one): Initial Active Completed Terminated
Additional notes regarding status _____
- Student's length of study at your institution (mm/dd/yyyy) From: _____ Until _____
- Has the student been authorized for any periods of CPT/OPT (circle one): YES NO If yes, please indicate dates:
CPT _____ OPT _____ **Academic Training** _____
- Please indicate any dates the student was authorized for REDUCED course load (if applicable):
(MM/DD/YYYY) From _____ To: _____
Reason: _____
Program Level: _____
- SEVIS Transfer Release Date (mm/dd/yyyy): _____

_____ Name of DSO and title	_____ Phone	_____ Email
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_____ Name of Institution/School	_____ City	_____ State
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_____ DSO/RO Signature	_____ Date (mm/dd/yyyy)
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DSO: Please release SEVIS record to University of Houston-System SEVIS School Code: HOU214F00110000 E.V.P. No. P-1-02650
Student: Your UH I-20 will not be processed until AFTER your SEVIS record has been released to the University of Houston.
If you have questions about your Form I-20 Transfer, please email Jamail Garrick, SEVIS Compliance Coordinator jgarric@central.uh.edu

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 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 entitled to have the University correct information about you that is incorrect.