

# UNIVERSITY of HOUSTON

## INTERNATIONAL STUDENT & SCHOLAR SERVICES OFFICE

Student Center North, N203, Houston, TX 77204-3024 Phone: (713) 743-5065 Fax: (713) 743-5079 <http://uh.edu/oiss>

### SEVIS J-1 TRANSFER OUT FORM

**Step 1: Complete this form and bring it to ISSSO.** Exchange visitor desiring to transfer out to another school should complete this form and bring it to the International Student & Scholar Services Office (ISSSO) at Student Center North, Room N203. If you need more information, please call: 713-743-5065.

Name \_\_\_\_\_ PS ID: \_\_\_\_\_

*"I, hereby, notify the International Student and Scholar Services at the University of Houston that I intend to transfer to following school:*

Name of school (be specific if there are branch campuses) \_\_\_\_\_

Exchange Visitor Program Number: \_\_\_\_\_

Street address of school \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Program Start date with the New Institution: \_\_\_\_\_

I would like the date of: \_\_\_\_\_ to be the RELEASE DATE of my SEVIS record.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SEVIS ID Number (found on the top right of the DS-2019): N \_\_\_\_\_

#### University of Houston Department Approval

I verify that the purpose of the transfer is to complete the objective for which the exchange visitor listed above was admitted to the U.S.

\_\_\_\_\_  
Supervisor's name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Step 2: What to do after this form has been submitted to ISSSO.** Give a copy of this form and/or a printout of the SEVIS transfer out record screen (we can provide this) to the school you are transferring to.

#### For UH ISSSO Use Only

Updated In SEVIS by: \_\_\_\_\_ Date: \_\_\_\_\_ Release Date: \_\_\_\_\_

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 and you by use of this form; (2) under sections 552.021 and 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."