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 Graduate School. The student should complete section I and have his/her current DSO complete section II. This form is part of the admissions requirement for F-1 students and must be submitted to ialeksic@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 ID                             Date (mm/dd/yyyy)

SECTION II: TO BE COMPLETED BY THE INTERNATIONAL ADVISER/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. Length of study at your institution (mm/dd/yyyy):  __________________  until  __________________.

4. Program of study: ________________________________________ D egree level: _____________________

5. Please list any dates of authorized CPT or OPT below:
       Curricular Practical Training (CPT) dates: ____________________________________ 
       Optional Practical Training (OPT) dates: _____________________________________ 

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 and address                      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 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.