

F-1 SEVIS TRANSFER IN FORM

(for **admitted** undergraduate students on F-1 status transferring from a U.S. Institution)

This form is for admitted F-1 status students transferring from a U.S. institution to the University of Houston (UH) for an undergraduate program. UH Office of Admissions cannot issue your UH Form I-20 until both your SEVIS Record has been transferred to the University of Houston and until we receive this completed from verifying your status.

To the International Undergraduate Student: Complete Section A, sign and date it. Then, send this form and a copy of your UH letter of admission to the International Student Advisor (DSO) at your current U.S. school, ask them to complete Section B and to transfer your SEVIS Record to the University of Houston.

SECTION A (TO BE COMPLETED BY STUDENT)

Name (as it appears on passport): _____

Family Name/Surname

Given Names (First and Middle Names)

UH Semester of Enrollment: _____ UH ID: _____ Date of Birth (mm/dd/yyyy): _____

Current US Address (Street and Apt#): _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Will you travel outside of the U.S. before starting at UH? Yes No

If yes, indicate travel dates outside U.S. (mm/dd/yyyy) From: _____ To: _____

I request and authorize the release of the information in Section B below to the University of Houston.

Student Signature: _____ Date: _____

SECTION B (TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR – DSO OR ARO)

To the DSO/International Advisor: The above-named student intends to transfer to the University of Houston-System SEVIS School Code: HOU214F00110000. Please fill out Section B.

1. Student's SEVIS ID: _____

2. Student's SEVIS Status: Initial Active Completed Terminated

Additional notes regarding status: _____

3. Date of Enrollment at your institution (mm/dd/yyyy): _____ Until: _____

4. Any authorized Reduced Course Load (RCL)? N/A Academic Medical Final Semester

5. Please list any dates of authorized CPT/OPT: N/A OPT: _____ CPT: _____

6. SEVIS Transfer Release Date (please include an exact date, otherwise the form will remain incomplete): _____

Completed By (DSO/ARO Name): _____ Title: _____

Institution Name: _____ City: _____ State: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

To the DSO/International Advisor: Please return the completed form to student and release SEVIS Record to University of Houston-System SEVIS School Code: HOU214F00110000.

To the International Undergraduate Student: Upload the completed form to your *To Do List* in your my.uh.edu self-service portal. Your UH I-20 will be processed after your SEVIS record has been released to the University of Houston. You must complete the I-20 transfer steps by reporting to the International Student & Scholar Services Offices (ISSSO) 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.