



F-1 STUDENT - SEVIS I-20 TRANSFER OUT FORM

Procedures:

(1) Apply to the new school and receive an admissions letter. Certain conditional admissions letters are not allowed. Make sure you verify with ISSSO if you have any questions.

(2) Upload the admissions letter together with this completed form to **TerraDotta**. Make sure you include a valid release date for your transfer out. You may also include the other school's Transfer-In Form to fill out for the ISSSO staff member. If the other school's transfer in form is electronic, please have this form assigned to the counselor working on your case once it's assigned in TerraDotta.

Note: This form is only for ISSSO to transfer your SEVIS I-20 to the new school, it has nothing to do with your academic credits and cannot be used to drop your courses.

Students Transferring to HCC: HCC will provide your admissions letter to ISSSO after completion of their transfer-in form by our office. For these cases, you will upload the HCC transfer in form and this completed transfer out form in TerraDotta to begin processing your request. Once you receive the admissions letter from HCC, you will upload this to TerraDotta.

Please READ the following statements below regarding F-1 regulations and transferring out.

- ✓ I must attach the admissions letter from my new school along with this form (unless it's for an HCC transfer out).
- ✓ I have informed the new school of my transfer prior to requesting a transfer out. Only one school can receive my SEVIS record.
- ✓ I must be in legal F-1 status before transferring to another school unless the other school will help with my reinstatement.
- ✓ I must transfer my SEVIS record prior to the end of my 60-day grace period following the completion of my degree program or at the end of my OPT.
- ✓ I must start classes at the next available semester (e.g. Fall → Spring), which has to be within 5 months from the last day of classes at UH, OPT/-X end-date, or the last day of work on OPT/-X if it's not completed.
- ✓ Any work authorization that I have (OPT, CPT, and on campus employment) will end the day before my release date.
- ✓ If I travel outside the U.S. after my transfer is processed, I must re-enter with my new school's I-20.
- ✓ I can request ISSSO to cancel my transfer request prior to the release date that I requested below. After this date, my SEVIS record can only be accessed by the new school.
- ✓ I must report to the new school within 15 days of the program start date on the new school's I-20.
- ✓ My transfer out process will be completed once the new school updates SEVIS to reflect my enrollment in classes, not when I receive my initial I-20 from that school.

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

Name of school (be specific) _____ SEVIS school code: _____

Street address of school _____ City _____ State _____ Zip _____

I would like the date of _____ to be the RELEASE DATE of my SEVIS I-20 record. This date should be the official closing date of the current semester or end date of OPT unless otherwise specified.

I have read and understood the requirements for transferring my SEVIS record to another school.

SEVIS ID Number (top left of your UH I-20): **N00** _____ UH ID _____

Name _____ Signature _____ Date _____