# UNIVERSITY of HOUSTON

## OFFICE OF THE PROVOST

International Student and Scholar Services
4465 University Dr., N203 (Student Center North), Houston, TX 77204-3024 (§) Phone: (713) 743-5065 (§) Fax: (713) 743-5079 (§) www.uh.edu/oisss

## **SEVIS Transfer Procedures to Attend UH**

An F-1 student who is in the U.S. with an I-20 from another school MUST complete a SEVIS transfer before starting studies at the University of Houston. Exception: If you are maintaining your status through another institution and taking a concurrent class at UH, you are not required to transfer your SEVIS record.

Note: This procedure has nothing to do with the transfer of academic credit from another school in the U.S. or in your home country.

The I-20 Transfer DEADLINE is 15 days from the first day of classes of each semester and within the 60 day of grace period, whichever is earlier.

Failure to complete the SEVIS transfer will result in a violation of your student status and your SEVIS record will no longer be active. You must have the University of Houston I-20 by the start of classes.

## STEP 1

SEND the "I-20 Transfer Report" form to previous/current school. international office will need to complete the relevant portion of the form and send it to the respective office at UH. Remember, this form is only to provide information and it does not transfer your SEVIS record. It is your responsibility to make sure that this form is completed by your previous/current school.

**Graduate Students: Use This Form Undergraduate Students: Use This Form** 



## STEP 2

REQUEST your previous/current school to release your SEVIS record They will need your UH to UH. acceptance letter as well.

School code for UH is:

HOU214F00110000

### STEP 3

1) CONTACT UH Admission's Office to confirm that they have received your UH I-20 Transfer Report and all requested documents needed to process your UH I-20.

#### **Undergraduates:**

Phone: 713-743-1010 (option 4). Email: admissions@uh.edu

#### **Graduates:**

Phone: 832-842-8327 Email: gradschool@uh.edu

2) Receive or Pick-Up your UH I-20.



### STEP 4

ATTEND one of the scheduled check-ins held by **International Student and Scholar Services (ISSS)** within 15 days from the program start date on your I-20 in order to complete the transfer process. Bring all your immigration documents, including but not limited to: UH I-20, all previous schools I-20's, passport with VISA, and electronic I-94 print out (or I-94 card).

If you did not receive information about the ISSS check-in dates and orientation, you can find the information here.

Reminder: You will need to make an appointment with ISSS if you plan on attending UH and your SEVIS record is in a terminated or completed status within the past five months. Our office can assist with reinstatement applications. You can schedule an appointment here after being accepted to UH.

NOTE: Students with on-campus employment (including TAs/RAs), must complete their I-20 immigration transfer and check-in (step 4) before beginning employment.