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SEVIS Transfer Procedures to Attend UH

An F-1 student who is in the U.S. with an I-20 from another school <u>must</u> complete a SEVIS *transfer* before starting studies at the University of Houston. <u>Exception</u>: 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 does not transfer your academic credits to UH.

The SEVIS transfer <u>deadline</u> has to be done before classes begin at UH and with your SEVIS record in <u>Active</u> status.

This means that you have to transfer within your 60 day grace period after completing your degree at the prior school. You cannot work on OPT and pursue a degree at UH. It is your responsibility to communicate with your prior school regarding the transfer of your SEVIS record to UH.

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-In Form" to your previous/current school. Their international office will complete the relevant portion of the form and send it to the respective admissions office at UH. Remember, this form is only to provide information and it does not transfer your SEVIS record.

Graduate Students: <u>Use This Form</u> Undergraduate Students: <u>Use This Form</u>



STEP 2

AUTHORIZE your previous/current school to release your SEVIS record to UH. They will need your UH admissions letter. It is your responsibility to verify that your SEVIS record is transferred to UH.*

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: internationaladmissions@uh.edu

Graduates:

Phone: 713-743-5284 Email: gradschool@uh.edu

2) Receive by Email or Pick-Up your UH I-20 once it's

processed.



STEP 4

UPLOAD the new UH I-20 to the checklist item in your to-do list as part of your virtual check-in process with ISSSO within 15 days from the program start date on your UH I-20 in order to complete the transfer process.

Make sure you also upload all other relevant immigration documents which include but not limited to: All previous schools I-20's, passport, VISA, and electronic I-94 print out. If you did not receive information about the ISSO check-in and orientation, it can be found here.

*Students with Terminated/Completed SEVIS records: Please make an appointment with ISSSO if you plan on attending UH and your SEVIS record is in terminated or completed status. Our office can assist with reinstatement applications. You can schedule an appointment here after being admitted to UH.

Employment: Students with an on-campus or off-campus employment offer, must complete their SEVIS transfer, receive their UH I-20, complete the virtual check-in, and enroll in classes before beginning employment on-campus or applying for authorization to work off-campus.