

### F-1 STUDENT TRANSFER OUT FORM

#### Procedures:

- (1) Apply to the new school and receive an unconditional admissions letter.
- (2) Notify new school of wanting to transfer and get their Transfer-In Form for us to fill out (if they have one).
- (3) Bring admissions letter together with the completed form below to ISSS with a valid release date for your transfer.

**Note: This has nothing to do with your transfer of academic credits.**

**Students Transferring to HCC:** They will provide your admissions letter after completion of the transfer-in form by our office. This form can be turned in together with the HCC transfer in form as the admissions letter is sent to the DSO.

**Please initial 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.
- I have to inform the new school of my transfer prior to requesting a transfer out. Only one school can receive your SEVIS record.
- I have to be in legal F-1 status prior to transferring to another school.
- I have to 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 (i.e. Fall → Spring), and within 5 months from the last day of classes at UH (or OPT end date).
- Any work authorization that I have (OPT, CPT, and on campus employment) will end on my release date.
- If I travel outside the U.S., I must re-enter with my new school's I-20.
- I can request ISSS 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 have to 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 at the University of Houston that I intend to transfer to the following school."***

Name of school (be specific) \_\_\_\_\_  
Street address of school \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
SEVIS school code \_\_\_\_\_

***I would like the date of \_\_\_\_\_ to be the RELEASE DATE of my SEVIS record. This date should be the official closing date for the current semester or end date of OPT unless otherwise specified.***

SEVIS ID Number (top right of your I-20): N \_\_\_\_\_ UH ID \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **ISSS Use Only:**

Updated in PS & SEVIS by: \_\_\_\_\_ Date: \_\_\_\_\_ Release Date: \_\_\_\_\_