



SEVIS Transfer Out Form

Full Name:

Sam ID#:

I wish to: Register for less than full time enrollment for semester for credit hours
Drop course(s) resulting in credit hours

Student Signature:

Date:

I understand that if no authorized exception applies and I drop below full time enrollment, I will be out of lawful F-1 status and must either exit the United States and re-enter with a new Form I-20 (new I-901 fee applies) or apply for reinstatement through USCIS, which could result in denial and possible deportation.

To be Completed by an Academic Advisor, Chair, or Dean

I agree with the student's request for a reduced course load based on the following exception:

This student needs a lesser course load to complete their degree program during the current term

The student is a graduate student engaged in thesis or dissertation work

The student is a graduate student preparing for comprehensive exams

The student needs a lesser course load due to academic difficulties (Can only be used once during entire program of study) Please specify one or more below:

- Initial difficulty with the English language or reading requirements
- Unfamiliarity with U.S. teaching methods
- Improper course level placement (Failing a course could indicate that the student was placed at an improper course level. However, this category should only be used if the student has completed required assignments and exams and has not excessive absences that may have impacted their performance) If using this eligibility category, this form should be completed by the instructor of the course being dropped.

I disagree/have comments:

The above recommendation applies to the following semester:

Semester

Year

Name & Title:

Ext:

Signature:

Date:

For Office of International Programs Use Only

The student is concurrently enrolled for credit hours at

Semester

Year

DSO Signature:

Date:

Sam Houston State University is an Equal Opportunity/Affirmative Action Institution



Reduced Course Load (Academic)

Information regarding Reduced Course Loads.

International students who are admitted to the United States in F-1 status are required by the Department of Homeland Security (DHS) to maintain the terms and conditions of their non-immigrant status. Failure to do so can result in deportation. One of the requirements for maintaining F-1 status is to pursue a full course of study every semester, not including the summer semester (unless you are beginning at SHSU during summer semester). A full course of study at SHSU is defined as 9 credit hours for graduate students and 12 credit hours for undergraduate students.

A course load that falls below the full-time requirement requires approval from a DHS Designated School Official (DSO). **F-1 students must first complete this form and return it to the Office of International Programs to request authorization to drop a course or register for less than full time credits.**

DHS makes an allowance for two primary sets of circumstances in which international students may drop below full time hours and still maintain legal F-1 status. The Office of International Programs is required to report to DHS students who drop below full time hours for the reasons specified below.

Academic Reduced Course Load

- Initial difficulty with the English language and/or reading requirements
- Unfamiliarity with American teaching methods or the U.S. educational system
- Improper course placement- After enrolling in the course, you discover that you do not have the proper background for the course. Failing grades (F) in the course can be considered evidence of improper course placement
- *Academic Reduced Course Load for one or more of the reasons above may only be used once during your program

Medical Reduced Course Load

- If a physician or licensed clinical psychologist will recommend that you drop below full time hours for health reasons, then you may request a medical reduced course load for up to a cumulative total of 12 months and remain in status.
- Documentation must be submitted every semester to receive authorization to drop below full time.

Besides the two primary types of circumstances above, there are a few other circumstances in which international students can be authorized to be below full time hours and still maintain legal status. These additional circumstances include:

1. You are concurrently enrolled at an additional institution and in total are taking full time credit hours.
2. You are a graduate student who has completed all coursework and are completing a thesis or comprehensive exam. You must continue to maintain normal progress when completing your thesis or exam.
3. You are completing your final semester and your remaining coursework is equal to less than full time hours.

Please note: All circumstances covered require approval by the Office of International Programs. If you drop below full time hours without prior approval or without an eligible reason, you may be subject to termination. Students whose status is terminated must apply for reinstatement through USCIS, or exit and re-enter the United States with a new Form I-20 on a new SEVIS account.

Sevis Transfer-Out Form

Office of International Programs, 1908 Avenue J, Box 2150, Huntsville, TX 77341-2150

Fax: (936) 294-4620 – Email: oip@shsu.edu

For International Students in F-1 Status Transferring to another U.S. Institution

STOP - Before completing this form, you must have applied and be admitted to another U.S. educational institution.

Please complete, sign and date this form and bring it to the Office of International Programs.

Name: _____		
(Print) Last/Family,	First/Given	Middle or Other (if any)
Date of Birth: _____		
mm/dd/yyyy	SamID#: _____	

1. Letter of Admissions From Your New School (REQUIRED):

- ☐ The required letter of admissions is attached.
- ☐ A letter of admissions is not yet available. I will provide it as soon as it is available.

2. OPT Work Authorization

- ☐ I am **not** currently under OPT
- ☐ I am currently under OPT Ends: _____ (mm/dd/yy)

3. SEVIS Release Date Request: An International Office advisor will determine the appropriate release date which will generally be the last day of your current semester. If you have any special circumstances and would like to request a specific SEVIS release date fill out the information below.

Important considerations for the transfer release date:

- A student's authorization for OPT or CPT ends on the transfer release date or the end of the work authorization whichever one is earlier.
- If a student completes a course of study (or OPT), the student is eligible for transfer through the end of the 60-day grace period.
- If you are planning on traveling abroad you must re-enter the country with the I-20 from the school that holds your SEVIS record at the time. If your release date occurs when you are abroad the international office at your new school will have to mail you the transfer I-20.

Please release my SEVIS record on the following date: _____ (mm/dd/yy)

I am requesting the above release date due to:

4. Information About Your New School

Name of school (be specific if there are branch campuses): _____

SEVIS School Code (ask your new school for this information): _____

I, hereby, notify the International Office of my intent to transfer to the above school.

Signature: _____

Date: _____