

# SEVIS Record Transfer---In 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 Sam Houston State University**

**STOP** - Before completing this form, you must have applied to SHSU and officially been accepted into a program of study, **AND** you must have submitted financial documents verifying your ability to fund your education. Please read the back of this form for important information on the procedure for changing schools.

The following information is necessary to process your SEVIS I-20 for transfer to SHSU. Please complete, sign and date Section A of this form. Then have an International Student Advisor at the school you are currently attending complete Section B and fax this form to OIP SHSU. Your new I-20 will be completed subsequent to the release date set by your current school. **In order to complete the transfer procedure, you must report to the SHSU OIP within 15 days of the program start date listed on your new S I-20.**

<b>SECTION A</b> (to be completed by student)		
Semester of intended enrollment (circle one): Spring 20____ Summer I 20____ Summer II 20____ Fall 20____ ing		
Degree Level (circle one): Bachelor's degree   Master's/Doctoral degree   English Language Institute		
Will you travel out of the U.S. before starting at SHSU (circle)? No / Yes>Dates: _____		
Name: _____		
(Print) Last/Family,	First/Given	Middle or Other (if any)
Date of Birth: _____	SamID#: _____	(if known)
mm/dd/yyyy		
Country of Birth: _____	Country of Citizenship: _____	
<b>DO NOT SUBMIT A U.S. ADDRESS FOR THE FOLLOWING INFORMATION</b>		
Home Country (Permanent) Address: _____		
City: _____	Province/Territory/Prefecture: _____	
Postal Code: _____	Country: _____	
<b>I authorize the release of the information in Section B below to Sam Houston State University.</b>		
Signature: _____	Date: _____	Tel: (____) _____

## **SECTION B** (to be completed by International Student Advisor/DSO) **Sam Houston State University's SEVIS school code HOU214F00126000**

<b>SEVIS ID Number:</b> _____	<b>Requested SEVIS Release Date:</b> _____
1. Is this student currently enrolled at your institution?	<b>YES NO:</b> date of last attendance: _____
2. Has this student completed his/her program of study?	<b>NO YES:</b> date of completion: _____
3. Has this student been authorized any periods of OPT?	<b>NO YES:</b> from: _____ to: _____
4. Is this student eligible to continue at your institution?	<b>YES NO:</b> please explain below
5. To your knowledge, is this student in valid F-1 status?	<b>YES NO:</b> please explain below

Comments: \_\_\_\_\_

**I certify that the preceding is correct and true to the best of my knowledge.**

Signature: _____	Date: _____
Name/Title: _____	
Phone: _____	
School name: _____	

## **Instructions for International Students, (F-1) Transferring from another U.S. Institution to Sam Houston State University**

**NOTE:** International students (with F-1 visas) that wish to transfer to Sam Houston State University need to meet the academic as well as the immigration requirements for this transfer. Simply transferring academically doesn't complete your SEVIS transfer.

**Students that have been already admitted into an academic program and provided the financial documentation required for their admissions** should follow the steps below to process their SEVIS or immigration transfer. This is a separate procedure not to be confused with the academic transfer done through the Undergraduate or Graduate Admission offices.

1. Notify your international/immigration student advisor at your current school of your intent to transfer and verify the procedures with them.
2. Request your current school to fill out the *SEVIS Record Transfer Form* and **fax** it to 936.294.4620 or **scan & email** it to [oip@shsu.edu](mailto:oip@shsu.edu) or mail it to the office at the address listed on the top of the form. You are responsible as the student, to make sure your previous/current institution fills out the *SEVIS Record Transfer Form* and submits it to the Office of International Programs at SHSU.
3. Upon your notification, a DSO at your current school will update your record in SEVIS as a "transfer out" and indicate a **release date**. Once this release date is reached Office of International Programs at SHSU will have access to your SEVIS record to process your transfer I-20.
4. After the release date of your SEVIS record contact the Office of International Programs at SHSU to confirm that all documents needed for your SEVIS transfer have been received as well as your SEVIS record.
5. Call the Office of International Programs to schedule a check-in. You must bring all of your immigration documents to this meeting. Your transfer I-20 will be given to you at this time. For more detailed information on our Check-ins and New International Student Orientation visit our website at <http://www.shsu.edu/dept/international-programs/>.

### **IMPORTANT CONSIDERATIONS :**

- Transfer students must start attending classes within 5 months of the last day he or she attended classes (or ended OPT), or the next available session, whichever comes sooner.
- 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, contact the Office of International Programs at SHSU to have the transfer I-20 form mailed to you.
- 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.