



SEVIS Record Transfer-In Form

For International Students in F-1 Status Transferring to Sam Houston State University

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. **ALL documents must be submitted more than 2 weeks prior to the start of the academic semester.**

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/DSO at the school you are currently attending complete Section B and email to The Global Engagement Center. 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 GEC within 15 days of the program start date listed on your new I-20.**

SECTION A (to be completed by student):

Semester of intended enrollment: _____ Degree Level: _____

Will you travel out of the U.S. before starting at SHSU (Yes/No)? _____ Dates: _____

Name: _____
(Print) Last/Family, First/Given Middle or Other (if any)

Date of Birth: _____ Sam ID#: _____
mm/dd/yyyy

Country of Birth: _____ Country of Citizenship: _____

DO NOT SUBMIT A U.S. ADDRESS FOR THE FOLLOWING INFORMATION

Home Country (Permanent) Address: _____

City: _____ Province/Territory/Prefecture: _____

Postal Code: _____ Country: _____

I authorize the release of the information in Section B below to Sam Houston State University.

Signature: _____ Date: _____ Phone: (____) _____

SECTION B (to be completed by current International Student Advisor/DSO)

Sam Houston State University's SEVIS school code: **HOU214F00126000**

SEVIS ID Number: _____ Requested SEVIS Release Date: _____

- | | |
|--|--|
| 1. Is this student currently enrolled at your institution? | <input type="checkbox"/> YES <input type="checkbox"/> NO: date of last attendance: _____ |
| 2. Has this student completed his/her program of study? | <input type="checkbox"/> YES <input type="checkbox"/> NO: date of completion: _____ |
| 3. Has this student been authorized any periods of OPT? | <input type="checkbox"/> YES <input type="checkbox"/> NO: from: _____ to: _____ |
| 4. Is this student eligible to continue at your institution? | <input type="checkbox"/> YES <input type="checkbox"/> NO: if not, please explain below |
| 5. To your knowledge, is this student in valid F-1 status? | <input type="checkbox"/> YES <input type="checkbox"/> NO: if not, please explain below |

Comments: _____

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

Signature: _____ Name/Title: _____ Date: _____

Phone: _____ School name: _____

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

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Instructions for International Students, (F-1) Transferring from another U.S. Institution to SHSU

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 **email** it to gec@shsu.edu. 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 Global Engagement Center 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, the Global Engagement Center 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 Global Engagement Center at SHSU to confirm that all documents needed for your SEVIS transfer have been received as well as your SEVIS record.
5. Call the Global Engagement Center 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 [https:// www.shsu.edu/dept/global-engagement/](https://www.shsu.edu/dept/global-engagement/).

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 Global Engagement Center at SHSU to have the transfer I-20 form emailed 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.

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• 936.294.4737 • www.shsu.edu/gec • gec@shsu.edu

Physical address for package delivery services only: 1908 Avenue J, Huntsville TX 77340 Box 2150