

**Office of International Admissions**  
**I-20 and DS-2019 Transfer Form**  
**(for APPROVED Students**  
**Transferring from U.S. Institutions only)**

All F-1 or J-1 students must complete an "immigration transfer" when transferring to another school (I.e., transferring to your UH I-20 or UH DS-2019). Note: These procedures are not part of the transfer of academic credit. **Please mail or fax this form to Office of International Admissions, 4400 Welcome Center, Houston TX 77204-2023; (FAX) 713-743-8336.**

**STEP 1: Sign your name below to authorize the release of information from your current school.**

"I authorize you to send the information requested in STEP 3 to the UH Office of International Admissions.

Student's Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_ UH ID: \_\_\_\_\_

**STEP 2: Provide a valid overseas address. We cannot issue an I-20 or DS-2019 without this information.**

Street \_\_\_\_\_

Street \_\_\_\_\_

City/ Province \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_

**STEP 3: Send this form to your current school's International Student Office.**

To be completed by Designated School Official (DSO) or Responsible Officer (RO) at your current school:

1. To the best of your knowledge, is the student currently in legal status and eligible to transfer to our university? YES NO

2. How long has the student been enrolled at your institution? From: \_\_\_\_\_ Until: \_\_\_\_\_

3. Has the student been authorized for any periods of CPT/OPT/Academic training? YES NO If yes, please indicate dates:

CPT \_\_\_\_\_ OPT \_\_\_\_\_ ACADEMIC TRAINING \_\_\_\_\_

4. Please indicate the semester(s) the student was authorized for REDUCED course load if applicable

From: \_\_\_\_\_ To: \_\_\_\_\_ (MM/DD/YYYY)

Reason: \_\_\_\_\_ ; Program Level: \_\_\_\_\_

5. Is the student eligible to return to your institution? YES NO

If no, please explain why? \_\_\_\_\_

6. Student SEVIS ID: \_\_\_\_\_ SEVIS Release Date: \_\_\_\_\_ (UH System CODE: HOU214F00110000, E.V.P. No.P-1-02650)

Name of school: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Name of DSO or RO: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

DSO or RO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

7. This student is out of status, and will need a new SEVIS I-20 Form from University of Houston. Student should see an International Student Counselor.

**STEP 4: You must receive your UH I-20 before contacting the International Student & Scholar Services Office.**

**STEP 5: Your transfer process is not complete until you have contacted International Student & Scholar Services Office, Student Services Center 1, Room 302, Houston, TX 77204-3024, Phone (713) 743-5065**

You must complete the I-20/DS-2019 transfer steps by reporting to International Student & Scholar Services Office within 15 days of the reporting date listed on item 5 of your UH I-20. If you do not you may be in violation of your F-1 status. J-1 students are asked to report to International Student & Scholar Services Office immediately upon their arrival to UH.

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form; (2) under sections 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.