

# I-20/DS-2019 TRANSFER FORM

Only for Admitted students currently on F-1 or J-1 status transferring from a U.S. institution



This form should be used by students who are currently on F-1 or J-1 status at another U.S. institution and wish to transfer the SEVIS Form I-20 or DS 2019 to the University of Houston for undergraduate studies. After receiving admission to UH, the student should complete Section 1 and have his/her current Designated School Official (DSO)/Responsible Officer (RO) complete Section 2. The completed form must be uploaded or submitted to the UH Office of Admissions, 4434 University Drive, Houston TX 77204-2023 by email to: Jamail Garrick, SEVIS Coordinator [jgarric@central.uh.edu](mailto:jgarric@central.uh.edu)

## SECTION 1: TO BE COMPLETED BY THE STUDENT APPLICANT

\_\_\_\_\_  
(Last Name/Family/Surname)                      (Given/First Name)                      (Middle)                      Semester of Enrollment

\_\_\_\_\_  
UH ID (PeopleSoft ID)                      DATE OF BIRTH (mm/dd/yyyy)                      Email

I authorize my current institution to provide the information requested in **SECTION 2** of this form to the UH Office of Admissions.

\_\_\_\_\_  
Student's Signature                      Date (mm/dd/yyyy)

## SECTION 2: TO BE COMPLETED BY INTERNATIONAL ADVISOR/DSO/RO

1. The Student's SEVIS ID Number: \_\_\_\_\_
2. The Student's SEVIS status is (circle one): Initial    Active    Completed    Terminated  
Additional notes regarding status \_\_\_\_\_
3. Student's length of study at your institution (mm/dd/yyyy) From: \_\_\_\_\_ Until \_\_\_\_\_
4. Has the student been authorized for any periods of CPT/OPT (circle one): YES    NO    If yes, please indicate dates: CPT \_\_\_\_\_ OPT \_\_\_\_\_ Academic Training \_\_\_\_\_
5. Please indicate any dates the student was authorized for REDUCED course load (if applicable):  
(MM/DD/YYYY) From \_\_\_\_\_ To: \_\_\_\_\_  
Reason: \_\_\_\_\_  
Program Level: \_\_\_\_\_
6. SEVIS Transfer Release Date (mm/dd/yyyy): \_\_\_\_\_  
To avoid any delays, we do not accept "Upon Acceptance" please indicate a SEVIS release date.

\_\_\_\_\_  
Name of DSO and title                      Phone                      Email

\_\_\_\_\_  
Name of Institution/School                      City                      State

\_\_\_\_\_  
DSO/RO Signature                      Date (mm/dd/yyyy)

**DSO: Please release SEVIS record to University of Houston-System SEVIS School Code: HOU214F00110000 E.V.P. No. P-1-02650 Student: Your UH I-20 will not be processed until AFTER your SEVIS record has been released to the University of Houston.**

If you have questions about your Form I-20 Transfer, please email Jamail Garrick, SEVIS Compliance Coordinator [jgarric@central.uh.edu](mailto:jgarric@central.uh.edu)

You must complete the I-20 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. 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.