

*This guide is provided by the UT Dallas International Student Services Office to current UT Dallas students considering transferring their F-1 status to UTD. The information is not intended as legal advice. For legal issues, please consult an immigration attorney.*

### **WHAT IS I-20 TRANSFER FOR F-1 STUDENTS**

An international student can transfer their SEVIS record from one school to another school, given they meet the following requirements:

- Have gained admission at the school where student is intending to transfer.
- Are F-1 students at another U.S. institution (currently enrolled, just graduated, on OPT, or completed their program).

### **SELECT A SITUATION THAT APPLYS TO YOU**

**If you will transfer to UT Dallas before completing the program at your current school.** Your SEVIS record must be released to UT Dallas on or before the I-20 expiration date. You must receive a UT Dallas I-20 and enroll in the next immediate long session at UT Dallas.

**If you will travel outside of the U.S. before beginning your semester at UTD:** You should enter the U.S. with a UTD I-20. Submit the documents for a Transfer Pending I-20 and release your SEVIS record from your current school to UT Dallas before your planned date to enter the U.S.

**If you are on CPT, OPT or working on-campus at your current school.** Once your SEVIS record is released to UT Dallas, you are no longer authorized for employment at your current school. Any remaining CPT or OPT time will be lost. Students can work on campus only at the school that controls their SEVIS record. With a DSO's permission, students can work on campus at the transfer-out school until the transfer release date. A student may begin employment at the transfer-in school after the transfer release date, but no sooner than 30 days before the program start date on the transfer-in school's I-20. Contact the immigration advisor at the school that holds your SEVIS record for more details.

**If you have graduated or completed your OPT period.** Your SEVIS record must be released no later than 60 days after the completion date of your program or your OPT end date. Your UT Dallas program must start within 5 months of your record being released, the completion date of your program or your OPT end date, whichever comes first.

**If you have just arrived to the U.S. with the visa and I-20 of another school and want to attend UT Dallas.** Contact the school that holds your SEVIS record to follow the transfer-out procedure for students who have not yet enrolled. Your program at UT Dallas must start within 30 days of your arrival date in the U.S.

**If you will not attend UT Dallas within 5 months of the transfer of your SEVIS record.** Your SEVIS record may be completed, contact [ISSOProspective@utdallas.edu](mailto:ISSOProspective@utdallas.edu) regarding an initial I-20.

**If your SEVIS record has been terminated, you have the following options:**

1. Apply for reinstatement at the school that holds your SEVIS record. Once it is approved, transfer to UT Dallas. You may need to defer your UT Dallas admission.
2. Transfer your record and apply for reinstatement at UT Dallas.
3. Depart and re-enter the U.S. with an Initial I-20 from UT Dallas.

### **HOW TO TRANSFER YOUR SEVIS RECORD**

**Talk with the immigration advisor of the school that holds your SEVIS record.**

- Request the transfer of your SEVIS record no later than the first day of classes for your admission term at UT Dallas.

First day of classes		
Fall 2018	Spring 2019	Summer 2019
August 20	January 14	May 23

- Provide the immigration advisor with the school code for UT Dallas: **DAL214F00379000**.

*Note: If needed, the immigration advisor may contact the UT Dallas ISSO.*

### **DOCUMENT CHECKLIST**

Submit the following completed documents to UT Dallas ISSO for a Transfer Pending I-20:

*(In-person, via mail, via email, or upload online <https://www.utdallas.edu/isso/ids/>)*

- UT Dallas Financial Affidavit form.** Download the form at [utdallas.edu/isso/affidavit](http://utdallas.edu/isso/affidavit).
- Copy of your **passport ID page**. The page with the name, photo, date of birth and expiration date.
- UT Dallas Transfer Clearance Form** <http://www.utdallas.edu/isso/files/Transfer-Clearance-Form.pdf>)
- Supplemental financial support documents:** copy of a bank statement, scholarship, UT Dallas assistantship or government funding support letter. All supplemental funding documents must meet the requirements listed on the UT Dallas website at: [utdallas.edu/isso/financials](http://utdallas.edu/isso/financials).
- Release your SEVIS record** from your current school to UT Dallas.

### **YOU WILL RECEIVE TWO I-20 FORMS FROM UT DALLAS**

**Transfer Pending I-20:** This I-20 reflects that your SEVIS record is still in process of being transferred to UT Dallas. You are able to use this I-20 to:

- Travel outside of the country,
- Renew your visa,
- Return to the United States.

*A transfer pending I-20 does not indicate that the transfer process is complete.*

**Transfer Complete I-20:** This I-20 reflects that your SEVIS record has been successfully transferred to UT Dallas. You will receive an email within the first week of classes when your Transfer Complete I-20 is ready. Please be sure to visit the ISSO and collect this I-20, as it will be your most current one. Please be sure to keep the transfer pending I-20 and the transfer complete I-20 for your records.

*Note: Pick I-20 up in person, e-mail ISSO to authorize a friend to pick up, or request regular or express mail. It may take 4 to 6 weeks for regular mail to reach you, and an average of 5 business days for express mail.*

### **ISSO CONTACT INFO**

ISSO advising is available:

- Walk-In Advising: Monday and Friday 1pm - 4:45pm (in person; no appointment necessary)
- Appointment Advising: Tuesday and Thursday 9am – 11:45am, Thursday 1pm – 4:45pm (call 972-883-4189 to schedule a phone or in person appointment)
- 5 Minute Express Advising: Monday, Thursday, and Friday 1pm – 4:45, Tuesday and Thursday 9am – 11:45am (in person; no appointment necessary)

To schedule an appointment, call 972-883-4189 or visit the ISSO.

You can also email immigration advisors questions and your documents at [ISSOCurrent@utdallas.edu](mailto:ISSOCurrent@utdallas.edu).