This guide is provided by the UT Dallas International Student Services Office to prospective 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.

**Steps to Obtain the UT Dallas I-20**

**Step 1. Apply and be admitted to a UT Dallas degree seeking program.** Find more information through the Office of Admissions and Enrollment Services at utdallas.edu/admissions/ or send an email to interest@utdallas.edu. For questions regarding your admission status, contact the Office of Admissions and Enrollment Services at admission-status@utdallas.edu.

**Step 2. Review the Regulatory Guidance** page of this guide for information that may impact the transfer of your SEVIS record to UT Dallas.

**Step 3. Decide:**

- **Whether you should transfer your F-1 status to UTD:**
  - Will you start your program at UTD within 5 months of your transfer out date or OPT end date whichever comes sooner?
  - Will the transfer end any current employment authorization such as CPT or OPT?
  - Do you have a USCIS application pending with your current school such as Reinstatement?

- **When you should transfer your F-1 status to UTD:**
  - Are you still enrolled at your current school?
  - Will you travel before or after you request your SEVIS record to be transferred to UTD?
  - When will your current I-20 expire?
  - Are you working on campus at your current school?

**Step 4. Compile the documents listed below.**

- Copy of your passport ID page. The page with the name, photo, date of birth and expiration date.
- If applicable, copy of a bank statement, scholarship, UT Dallas assistantship or government funding support letter.

**Step 5. Submit your documents to the UT Dallas ISSO.** The final deadline to submit your documents is the first day of classes of your admission term.

- **In person:** Submit to the UT Dallas Student Services Building 3.400.
  Monday - Thursday, 8:30am to 6pm. Friday, 8:30am to 5pm.

- **By mail** (additional electronic copies are not required) Mail to:
  
  International Student Services, The University of Texas at Dallas
  800 W. Campbell Road, SSB34
  Richardson, TX 75080-3021

- **By e-mail** (additional paper copies are not required):
  - E-mail your documents to ISSODOcuments@utdallas.edu.
  - Verify that the total size of attachments in one e-mail is not larger than 5MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.
Step 6. 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.

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<tr>
<th>First day of classes</th>
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<tr>
<td>Spring 2016</td>
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<tr>
<td>January 11</td>
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- Provide the immigration advisor with the school code for UT Dallas: DAL214F00379000.

Note: If needed, the immigration advisor may contact the UT Dallas ISSO at 972 883 4189 or ISSOProspective@utdallas.edu. Please note that UT Dallas does not use a Transfer Clearance or Transfer In form.

Step 7. Sign and pick up your Transfer Complete I-20 from the UT Dallas ISSO no later than the Census Day of your admission term at UT Dallas. For questions on the status of your UT Dallas I-20, contact the UT Dallas ISSO at ISSOProspective@utdallas.edu or by phone at (972) 883-4189.

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<tr>
<th>Census Day</th>
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<tr>
<td>Spring 2016</td>
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<td>January 27</td>
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For additional questions contact ISSOProspective@utdallas.edu.

Regulatory Guidance

The following information may impact your document submission and SEVIS record release deadlines. Review it carefully. As needed, consult with the immigration advisor at the school that holds your SEVIS record.

You will travel outside of the U.S. You should enter the U.S. on the I-20 from the school you will attend. Release your SEVIS record to UT Dallas and submit the documents for a Transfer Pending I-20 to the UT Dallas ISSO before your planned date to enter the U.S. Note: If you need your I-20 mailed to you outside of the U.S., please consider mailing times. It may take 4 to 6 weeks for regular mail to reach you, and an average of 5 business days for express mail.

You will not attend UT Dallas within 5 months of the transfer of your SEVIS record. You need to follow a different process of program completion or authorized early withdrawal. Talk with the immigration advisor of the school that holds your SEVIS record.

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.

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. Any remaining CPT or OPT time will be lost. Contact the immigration advisor at the school that holds your SEVIS record for more details.

Your I-20 will expire and you will not graduate or complete your program. 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.

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.
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. Please contact the UT Dallas Office of Admissions at interest@utdallas.edu for details on the deferral process.

2. Transfer your record and apply for reinstatement at UT Dallas or depart and re-enter the U.S. with an Initial I-20 from UT Dallas. Please contact the UT Dallas ISSO immigration advisors for more details at ISSOCurrent@utdallas.edu.

3. Remain out of status (not recommended). You may be placed in deportation proceedings by U.S. Immigration and Customs Enforcement.

ISSO CONTACT INFO

Immigration advisors are available to speak with you about AEW during walk in and phone advising hours:

- Monday – Thursday: 10AM – 5PM
- Friday: 1PM – 4PM

You can also email immigration advisors questions and your documents at ISSOCurrent@utdallas.edu.