



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021
(972) 883-4189 fax (972) 883-4010

UTD Transfer-Out Form

Student Name: _____ UTD-ID number: _____

Last semester of enrollment at UTD: _____ Requested release date: _____

Exact name of transfer-in school: _____

SEVIS School Code of transfer-in school: _____

Current local address: _____

For immigration purposes, "transfer" refers to the release of the SEVIS immigration record from one school to another, whether before or after graduation. By signing this document you are authorizing the release of information to the transfer-in school pertaining to the transfer of your SEVIS immigration record.

Student's Signature: _____ Date: _____

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Transfer Process

- 1. Gain admission to the desired school.
2. At the transfer-In school International Office
a. Obtain a transfer clearance form, if required by that school.
b. Note the school's transfer deadlines and procedures.
c. Note the school's SEVIS code.
3. At UT Dallas ISSO
a. Contact a UT Dallas international student advisor if you have questions about the release of your SEVIS record
b. Submit the other school's clearance form, if required. Processing time is one business day.
c. Submit a completed UT Dallas Transfer-Out Form and proof of admission. If all the information is complete, the processing time for a transfer is three business days.
4. At transfer-in school
a. Contact their International Office within 15 days after the transfer release date.
b. Complete the transfer in a timely manner.

Important Transfer Facts

- If you are on OPT, your work authorization ends on the transfer release date.
• There cannot be a gap of more than five months between schools. For details, contact an international student advisor.
• If you just arrived in the U.S. and are transferring without attending UT Dallas, be aware that current SEVP policies state that you must start classes within 30 days of your U.S. arrival date.
• If you have attended only one semester in the U.S., be aware that SEVP policies indicate that you should enroll at the transfer-in school in the next available session, even if that is summer.

Your UTD-ID is being requested because it is a unique identification number which is maintained for the purpose of verifying student identification. The disclosure of such information is voluntary.

With few exceptions, you are entitled on your request to be informed about the information U.T. Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Dallas correct information about you that is held by us and is incorrect.