



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services

PO Box 830688 MC 36, Richardson, Texas 75083-0688
(972) 883-4189 FAX (972) 883-4010

TRANSFER INFORMATION SHEET

To complete your transfer to The University of Texas at Dallas in a timely and correct manner, please provide this information to your current International Student Advisor. The necessary details are as follows:

1. The transfer release date should not be after the first day of classes at The University of Texas at Dallas. See semester start dates below:

Spring 2007	January 8, 2007
Summer 2007	May 14, 2007
Fall 2007	August 16, 2007

If it is after the first day of classes at UTD, please make the transfer release date as soon as possible.

2. The school code for UTD is DAL214F00379000. Your International Student Advisor should contact our office at the number above if any questions arise about transferring your SEVIS record.
3. The advisor should list his/her contact information: name, school, and phone number in the "Remarks" section when transferring the SEVIS record to UTD. This will help UTD communicate with your advisor if there are any questions about the transfer.
4. Please contact the UTD ISS Office immediately:
 - If you will graduate from your current academic program.
 - If you plan to travel outside the US before attending orientation at UTD.
 - If your I-20 will expire before issuance of the UTD transfer I-20.

TRANSFER STUDENTS MUST SUBMIT ALL REQUIRED DOCUMENTS TO THE UTD ISS OFFICE, ATTEND INTERNATIONAL STUDENT ORIENTATION AND SUBMIT THE TB TEST FORM TO THE HEALTH CENTER BEFORE BEING ABLE TO REGISTER FOR CLASSES.

Thank you in advance for your cooperation.



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TRANSFER PROCEDURES

For immigration purposes, “transfer” simply means that a student is leaving one school’s “I-20 program” for another school’s “I-20 program.” This can happen when an international student:

1. Graduates from a U.S. high school and comes to UTD
2. Leaves one undergraduate or graduate program and goes to another institution
3. Graduates from one degree and decides to pursue another degree at a different institution

How do I transfer my F-1 status to The University of Texas at Dallas?

As a transfer student you will not receive an I-20 until after you arrive at UTD, attend the mandatory orientation, and register for classes. The steps for transferring are as follows:

- 1) Apply and be admitted to The University of Texas at Dallas
- 2) Turn in the necessary documentation to the International Student Services Office
- 3) Request a transfer release from your current school. The transfer date should not be later than the first day of class at UTD. Show the Transfer Information Sheet on the other side of this page to your current International Student Advisor to ensure a timely and correct transfer to UTD.
- 4) When all the documents have been submitted and you have registered for classes, we will process the I-20.
- 5) Allow 5-7 working days to process your I-20
- 6) Sign and pick up your I-20 within 30 days of the first day of class. **Failure to complete the transfer process in the prescribed timeframe will cause a student to become “out of status”.**

What documents do I need to give to the International Student Services Office so my I-20 can be issued?

You will not be able to register for classes until all documents have been received.

- 1) copy of your most current I-20 (front and back)
- 2) copy of your passport (must show picture and expiration date)
- 3) copy of your visa
- 4) copy of your I-94 card (front and back)
- 5) the official UTD financial affidavit signed by you and your sponsor
- 6) a bank statement on letterhead, showing the account number and account balance. The statement must be at least 6 months current.
- 7) copy of all your EAD cards (Employment Authorization Document) if applicable

You can mail or fax these documents to UTD or you can turn them in at the Document Intake session, see your orientation letter for details.

What happens if I do not have a transfer I-20 within 30 days of the 1st day of class?

You will be out of status and will need to apply for reinstatement with USCIS.

If I have more questions about the transfer process what should I do?

You can email our office at ISSOProspective@utdallas.edu or you can call our office at (972) 883-4189.

SEE THE NEXT PAGE FOR IMPORTANT TRANSFER INFORMATION.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION UNIVERSITY