



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

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.

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.

UTD Transfer-Out Form

For immigration purposes, "transfer" refers to the release of the SEVIS immigration record from one school to another, whether before or after graduation.

To Transfer

1. Gain admission to the desired school.
2. Inform a UTD international student advisor that you intend to transfer.
3. Inform the transfer-in school of the expected transfer date (usually the last day of the current semester).
4. The transfer-in school may have a clearance form that requires a UTD advisor's signature. This is in addition to the UTD Transfer-Out Form. The processing time for a clearance form is one business day.
5. Submit a UTD Transfer-Out Form and a copy of your admission letter to the UTD ISSO. If all the information is complete, the processing time for a transfer is 3 business days.
6. Report to the transfer-in school within 15 days after the transfer release date. Be sure that you understand the transfer-in completion requirements and deadlines at the new school. Failure to complete the transfer process in the proscribed timeframe will cause you to fall "out of status".

To Be Completed By Student

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: _____

Important Transfer Facts

- If you are on OPT, your work authorization ends on the transfer release date.
- If you do not plan to attend the new school within 5 months of the transfer, speak to a UTD international student advisor. You should be following a different process.
- If you just arrived in the US and are transferring without having attended one semester at UTD, be aware that current SEVP policies state that you must start classes within 30 days of your US arrival date.
- If you have attended only one semester of classes in the US, be aware that SEVP policies indicate that you should enroll at the transfer-in school in the next available session, even if that is the summer session.

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: _____