

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 on the status of your admission, contact the Office of Admissions and Enrollment Services at admission-status@utdallas.edu.

Step 2. Compile the documents listed below.

- UT Dallas Financial Affidavit form. *Download the form at utdallas.edu/isso/affidavit.*
- 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 3. Review the *Regulatory Guidance* page of this guide for information that may impact the transfer of your SEVIS record to UT Dallas and submission of documents for the I-20 to the UT Dallas ISSO.

Step 4. Submit the documents listed in step two 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 ISSOProspective@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 5. 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		
Summer 2012	Fall 2012	Spring 2013
May 30, 2012	Aug 27, 2012	TBA

- 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 form.

Step 6. 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.

Census Day		
Summer 2012	Fall 2012	Spring 2013
Jun 8, 2012	Sep 12, 2012	TBA

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. Have your SEVIS record released 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. You have the following options:

1. 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.
2. If you will attend only one semester at the school that holds your SEVIS record, you must transfer your I-20 to UT Dallas in the next available session, even if that is the summer session. You may need to defer your UT Dallas admission to a future semester. Contact the UT Dallas Office of Admissions at interest@utdallas.edu for details on the deferral procedure.

You have transferred to a new school, but want to attend UT Dallas. Contact the school that holds your SEVIS record to determine whether your immigration record:

1. can be returned to your original school and then transferred to UT Dallas, or
2. can be transferred directly to UT Dallas.

Please note that if you have not started classes at any of the previous schools, you cannot transfer a third time.

You want to study at a 3rd school before your program starts at UT Dallas. Contact the school that holds your SEVIS record and discuss the following options:

1. Keep your record with the school that holds your SEVIS record and study concurrently at the third school.
2. Transfer your record to the third school. You may need to defer your UT Dallas admission to a future semester. Contact the UT Dallas Office of Admissions at interest@utdallas.edu for details on the deferral procedure. When you are ready to transfer to UT Dallas, follow the transfer procedures of the school that holds your SEVIS record.

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 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.