

Transferring to UTRGV from another U.S. Institution

If you have been notified of your official acceptance to UTRGV by Undergraduate Admissions or the Graduate College, the staff of the International Student Services (ISS) wants to congratulate you and we look forward to your arrival.

If you are currently studying at a U.S. institution, this letter will inform you on the necessary steps to complete the immigration transfer in SEVIS to UTRGV. Please keep in mind that the “immigration” transfer is not related to your “academic” transfer.

The process is different depending on whether:

- a. You will be leaving the U.S. before reporting to UTRGV
- b. If you will be directly reporting to UTRGV without leaving the U.S.
- c. If you are out of immigration status

PLEASE READ AND FOLLOW THE INSTRUCTIONS THAT PERTAIN TO YOUR SITUATION

1. If you are currently in F-1 status and are not planning to leave the U.S. before enrolling at UTRGV.

- Print out and complete the student section of the following “SEVIS Transfer Release Form” and then present it to the immigration advisor at your current school.
- You should attach a copy of the admissions letter from UTRGV to this form before submitting it to your current immigration advisor.
- In consultation with your current immigration advisor, select “SEVIS release date.” This is the date that your current immigration advisor will put into the SEVIS system. On that date SEVIS will automatically transfer your immigration records to UTRGV.
- Provide the ISS with evidence of sufficient financial support to attend UTRGV, if you have not already done so.
- Once the ISS is able to access your records and verified sufficient funding, our International Student Advisor will issue a new I-20 that will indicate “transfer pending.” This new I-20 will be sent to you.
- Once you receive the new “transfer pending” I-20 from UTRGV you should begin to use it. You may be asked to display it to any authorities.
- Check in at the ISS upon arrival at UTRGV bringing all of your non-immigrant documents; we are located in Brownsville Campus at BMAIN 1.308 or Edinburg Campus at EMASS 1.102. The office hours are Monday through Friday 8 AM - 5 PM.

2. If you are currently in status and are planning to leave the U.S. before enrolling at UTRGV.

- Follow the instructions provided above
- If you leave the U.S. before your SEVIS release date to UTRGV, you will not have the new “transfer pending application” from our office. Do **NOT** use your previous I-20 from your current school to re-enter the U.S.
- To re-enter the U.S. you will need to have your “transfer pending” I-20 from UTRGV.
- You will have to notify the IASS and request that the I-20 be mailed to you while you are outside the country.

3. If you are currently out of status you will need to talk to an immigration advisor at our offices in Brownsville (BMAIN 1.308) or Edinburg (EMASS 1.102) so we can inform you about the reinstatement process.

School Transfer Release Form for F-1 Students

THIS SECTION TO BE COMPLETED BY TRANSFERRING STUDENT (PLEASE PRINT CLEARLY)

Last Name: _____ First Name: _____

Current Daytime Phone Number: _____ Current E-mail Address: _____

Date of initial entry to the U.S.: _____ Date of Birth: _____

If you changed your status to F-1 while in the United States, please indicate the date your F-1 status was approved: _____

Current mailing address: _____

City: _____ State: _____ Zip: _____

I have been accepted at UTRGV Yes No to begin my studies on (month/year) _____

(If you have not been accepted at UTRGV please do not request your current advisor to transfer your status)

Please note that you will need to submit a copy of your UTRGV admission letter to your current immigration advisor along with this form

Do you plan to travel outside the U.S. before enrolling at UTRGV? Yes No

By signing below, I confirm that I have authorized the International Student Advisor at my previous school to release the requested information to The University of Texas Rio Grande Valley in order to facilitate my transfer. I realize that once released, my former school will no longer have access to my SEVIS I-20 or SEVIS records.

Signature: _____ Date: _____

THIS SECTION TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR AT YOUR CURRENT SCHOOL

The student named above has notified us of his/her intent to transfer to The University of Texas Rio Grande Valley. Please complete the following and return to the office via email or Fax number at the bottom of the page. Thank you for your assistance in this matter.

Listed in SEVIS as: **The University of Texas Rio Grande Valley** School code: **HLG214F00013000**

1. SEVIS number (if student has been registered with SEVIS): _____

2. Please indicate the SEVIS release date for student: _____

3. Original I-20 program dates for student: Begin: _____ End: _____

4. Program level on current I-20: Language training Associate Bachelor Master PhD Other _____

5. Please indicate the following:

The student is in good standing and is/has been pursuing a full course of study (or has been reinstated to student status by USCIS).

The student is out of status and we will advise the student to apply for his/her reinstatement upon arrival at The University of Texas Rio Grande Valley.

Other _____

6. Please list any periods of **Optional Practical Training, Curricular Practical Training and Reduced Course Loads** (if any):

Name & Title of Designated School Official: _____

Signature: _____ Date: _____

Name and Address of Institution: _____

Telephone Number: _____ Fax Number: _____