

# SEVIS Transfer-In Request

International Student & Scholar Services  
Office of International Programs  
The University of Texas at Tyler  
3620 Varsity Drive • Tyler, TX 75701 • 903.565.5960 • [intladvising@uttyler.edu](mailto:intladvising@uttyler.edu)



## I. Admitted F-1 Student Directions

If you are transferring from another program where you are currently an F-1 student (or within 60 days past your program end date if you have graduated), or you are on OPT/STEM OPT (or within 60 days past your OPT/STEM OPT end date), you may be eligible for a SEVIS transfer. To determine your SEVIS transfer eligibility, fill out the questions below, re-save this form, then send it to a Designated School Official (typically an international advisor) at your current school. In your email, ask them to respond to the questions in sections II-III below.

<u>Student Family/Last Name</u>	<u>Given/First Name</u>	<u>UT Tyler ID</u>
Will you be attending the <b>Houston Engineering Center</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you be attending the <b>Intensive English Language Institute (IELI)</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you plan to travel outside the U.S. before starting at UT Tyler? <input type="checkbox"/> No <input type="checkbox"/> Yes: _____		
<small>Date of Travel (Req'd if yes)</small>		
<u>Requested Transfer Date</u>	<u>Student Signature</u>	<u>Date of Signature</u>

## II. Questions for Student's Current DSO

The student above has been admitted to The University of Texas at Tyler (UT Tyler). Please help us verify their transfer-eligibility by answering the questions in sections II and III below, and if possible, email the completed form at least a week before the student's scheduled record release date. Thank you in advance for your cooperation.

1. Last semester enrolled: \_\_\_\_\_
  - a. Did (or will) the student graduate upon finishing that semester?  Yes  No
2. Student's current visa status:
  - Valid F-1 status
  - Out of status
  - Please explain: \_\_\_\_\_
3. Please list any authorized periods of CPT or OPT (if applicable):
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
4. Does the student have any (F-2) dependents?  Yes  No

## III. Transfer-Out DSO Record Transfer Destination Confirmation

UT Tyler operates four instructional sites: *Houston*, *Longview*, *Palestine*, and the main *Tyler* campus. The Intensive English Language Institute (IELI) is located in Tyler. If the student has indicated in section I above that they will attend the Houston Engineering Center, please release their SEVIS record to:

**DAL214F00503003 – Houston Engineering Center**

If they are attending any other site or IELI, please release their SEVIS record to:

**DAL214F00503000 – Tyler (Including IELI), Longview, or Palestine**

SEVIS Record Release Date: \_\_\_\_\_

<u>DSO Name</u>	<u>DSO Title (E.g., Int'l Advisor)</u>	<u>Institution Name</u>
<u>Office Phone</u>	<u>Signature</u>	<u>Email</u>
		<u>Date of Signature</u>

**Email Completed Transfer-In Form**