Transfer-in Form for F-1 Students

This form should be used by students who are currently on F-1 status at another U.S. institution and wish to transfer the SEVIS Form I-20 to the Van Houston Academy. The student should complete section I and have the current (transfer-out) school's International Advisor/DSO complete section II. This form is part of the admissions requirement for F-1 students and must be submitted to: Vanhoustonacademy@gmail.com, CC: Admin@vanhoustonacademy.com to complete the transfer process.

SECTION I: TO BE COMPLETED BY THE STUDENT APPLICANT

By signing this form the student consents to having the information in section II released to VHA.

Last name (surname) _____ First name (given name) _____ Date of birth (mm/dd/yyyy) _____

E-mail _____ Transfer-in semester _____ Class to transfer into _____

Student's signature _____ Date (mm/dd/yyyy) _____

SECTION II: TO BE COMPLETED BY THE INTERNATIONAL ADVISOR/DSO

Please complete all sections; if a field is not applicable place "N/A." J-1 students should not use form.

1. The student's SEVIS ID: _____
2. The student's SEVIS status (circle one): Initial Active Completed Terminated
   Additional notes regarding status: _____
   _____
3. Program of study: _____Grade: _____
4. Length of study at your institution (mm/dd/yyyy): _____until _____
5. Did the student graduate? Yes / No
6. Dates of any authorized reduced course load (RCL) in
   SEVIS: Due to academic reasons: _____
   Due to medical reasons: _____

A letter of acceptance will be submitted by an VHA DSO AFTER this form is received and approved.

Name of Institution _____ Date _____

Name of School Official *(Please Print)* _____ Signature _____

Email: _____

Please release SEVIS record to Van Houston Academy – System. SEVIS School Code: HOU214F59402000

You must complete the I-20 transfer steps by reporting to International Student & Scholar Services office within 15 days of the reporting date of your VHA I-20. If you do not you may be in violation of your F-1 status. State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form; (2) under sections 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitle to have the school correct information about you that is incorrect.