

03.05 Transfer Out

To be eligible to transfer, you must consistently maintain F-1 status and follow the correct transfer procedures. To maintain your status at your current school, you must continue attending all of your classes until your transfer release date.

I am a new student. I have arrived in the United States, but I want to transfer before beginning classes in the LCC? What should I do?

Inform the LCC that you have arrived in the United States and that you want to transfer immediately. Submit all items below to the LCC:

- A copy of your letter of acceptance issued by the new school. You must enroll in a full course of study within 30 days of arriving in the United States.
- An F-1 record transfer form issued by the new school
- A copy of the Form I-20 with your signature
- A copy of your F-1 visa
- A copy of your Form I-94, Arrival/Departure Record
- Your home address in the United States

What should I do if I want to transfer during a term in the LCC?

Meet the LCC Counseling Team immediately. Do not stop attending the LCC until classes at your new school begin.

What should I do if I want to transfer after completing a term in the LCC?

1. Apply to a new school. You must begin classes at the new school in the next available term or within 5 months of your last day enrolled in the LCC, whichever is earlier.
2. Submit both documents below to the LCC:
 - Letter of acceptance issued by the new school
 - F-1 record transfer form from the new school

What is my deadline to transfer?

- If you are completing a term in the LCC, submit both documents above before the next LCC Student Check-In day (uh.edu/class/english/lcc/admissions/course-dates). For example, if you are studying in the LCC during Fall and you want to transfer, the deadline to transfer will be the Spring LCC Student Check-In day.
- If you are on an annual vacation approved by the Counseling Team, submit both documents above before the LCC Graduation day of your vacation term (uh.edu/class/english/lcc/admissions/course-dates). For example, if you are taking a vacation during Fall 2016 and you want to transfer, the deadline to transfer will be the Fall 2016 LCC Graduation day. For further details, refer to the vacation approval email you received from the Counseling Team.

When will I receive a Form I-20 from the new school?

Generally, the Counseling Team will designate the date of the LCC Graduation as a transfer release date. Once the date arrives, a designated school official (DSO) at your new school may create a new Form I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student Status, for you. Contact a DSO at your new school about the Form I-20.

What if I plan to travel outside the United States before beginning classes at the new school?


Contact a DSO at the new school to make arrangements for receiving a Form I-20 before re-entering the United States. You do not need to apply for a new F-1 visa if your current F-1 visa is still valid.

I am out of status. May I still transfer?


If the Counseling Team believes you may not have maintained your F-1 status, your F-1 record could be in Terminated status, which is the Counseling Team's way of reporting a concern to the Department of Homeland Security. You may still be able to transfer while in Terminated status. Talk to a DSO at the new school if you want to transfer with a terminated record.

Contact

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