

**TRANSFER COVER SHEET**  
**MANDATORY ORIENTATION:** \_\_\_\_\_  
**FIRST DAY OF CLASS:** \_\_\_\_\_

This transfer form is to help you navigate your transfer from your current United States University of College to University of Houston-Clear (UHCL) Lake while maintaining your F-1 status.

**Follow these steps to transfer your SEVIS record to University of Houston-Clear Lake**

1. Please contact your international student advisor at your current university or college and present them with your UHCL acceptance letter or email.
2. Ask the Designed School Official/International Adviser to release your record to:  
University of Houston-Clear Lake - Houston, Texas  
SEVIS Campus Code: HOU214F00500000

**Note to Student:** If you will be traveling outside the U.S. after the release of your SEVIS record but prior to beginning classes at UHCL, you **MUST** complete the transfer process and travel with a UHCL Transfer Pending I-20. Please contact your UHCL adviser to inform them of your travel plans.

**International Student Advisors are assigned by Last Name/Surname/Family Name**

A-H: Stephanie Holleran [holleran@uhcl.edu](mailto:holleran@uhcl.edu)  
I-O: Livia Kidd: [kiddi@uhcl.edu](mailto:kiddi@uhcl.edu)  
P-Z: Crystal Klyng: [klyng@uhcl.edu](mailto:klyng@uhcl.edu)

**Note to your current DSO:** If the student is terminated or completed, please contact us to discuss the student. We will accept terminated/completed records. We do expect that you provide a detailed letter of explanation that the student can use for the filing of reinstatement with USCIS.

Should you have any questions or concerns, please do not hesitate to contact us at 281-283-2740.

**To Be Completed by the Student**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

SEVIS ID: \_\_\_\_\_ SEVIS Release Date: \_\_\_\_\_

*If you already have dependent(s), their record will transfer with yours. If you do not currently have dependent(s) but would like to add dependent(s) to your record, please submit a request in the ISD Portal.*

I authorize my current Designated School Official/International Student Advisor to complete the requested transfer.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form is not required and is provided to you for your benefit. Please do not return this to UHCL.**