



Office of International Student Services
7502 Fondren Rd, Houston, TX 77074
(281) 649-3292 FAX (281) 649-3217

International Student Transfer-In Form

For F-1 Students transferring from another U.S. institution to HBU

As part of the international application process to Houston Baptist University, you must show that you are currently in legal status according to Federal regulations. To verify your F1 status, you must complete Section I of this form and have your international advisor at your current school complete Section II. Important Note: We cannot issue a new HBU I-20 until after your release date (the day you will complete your attendance at your current institution). Please confirm your transfer with the international advisor completing this form upon receipt of an official letter of acceptance from Houston Baptist.

Section I: To be completed by the student:

Name: Family/Surname/Last Given/First

Date of Birth: / / Email:

SEVIS ID#: I am applying to HBU for: Semester & Year

Will you be travelling outside the U.S. before coming to HBU? Yes No

I give permission for my present school to release the information requested on this form to HBU.

Signature Date

Section II: To be completed by the Designated School Official:

The above student has indicated an interest to transfer to Houston Baptist University. Due to our policy of only accepting students in valid F1 status, we would appreciate your certification of the following:

1. To the best of your knowledge, is this student "in status"? Yes No
If no, please explain:

2. Has the student been authorized for off-campus employment? Yes No
If yes, what kind and when?

3. Student received authorization for reduced course load? Yes No
If yes, what kind and when?

4. Is the student eligible to return to your institution? Yes No
If no, please explain:

5. Please select ONE of the following:
I confirm that, to the best of my knowledge, this student is in status and is eligible for an F1 transfer. We agree to transfer this student's records in SEVIS to Houston Baptist University HOU214F00164000.\*

The anticipated release date is: as of

I confirm that, to the best of my knowledge, this student is out of status and/or ineligible for an F1 transfer.

DSO's Name (Printed) DSO's Signature

DSO's Title Institution Name

DSO's Email Phone Number

\*Please DO NOT TRANSFER the student's record in SEVIS to HBU until the student has shown you an acceptance letter and has completed their current program/semester of study. This form should be returned directly to HBU International Admissions via fax at (281)649.3217 or email at sbedo@hbu.edu. Phone: 281-649-3292.