INTENSIVE ENGLISH PROGRAM
F-1 Transfer-Out Checklist

To Transfer & Apply to Valencia Community College:

☐ 1. Attend a Transfer-Out Presentation given by the International Student Advisor.
☐ 2. Review the Intensive English Program (IEP) F-1 Transfer Out Checklist.
☐ 3. Complete the CGL Transfer-Out Form and submit to the International Student Advisor.
☐ 5. Complete the online International Student Application for Admission. You will need your Valencia ID number.
☐ 6. After submitting the International Student Application for Admission, go to the Valencia Business Office and pay the $35 application fee.
☐ 7. Take the LOEP (a minimum average score of 86/Level 4 is required).
☐ 8. If you achieve the required minimum LOEP score, contact the International Admissions Specialist (IAS) in the campus where you wish to enroll and request an appointment (see below for contact information).
☐ 9. If you do not meet the minimum score for the LOEP, contact International Student Advisor for IEP.
☐ 10. Submit the supporting documents as outlined in the F-1 Admission Checklist to the IAS.
☐ 11. Arrange for your official high school transcript and college/university evaluation (if applicable) to be mailed directly to Valencia. You may need to have your transcript translated and/or evaluated by a NACES accredited evaluator.
☐ 12. Obtain letter of acceptance from Valencia College and give a copy to the International Student Advisor.
☐ 13. Once the International Student Advisor has received an email requesting your record to be released, you will be transferred in SEVIS within 5 business days.

Upon Acceptance:

☐ 14. Once you have been transferred to the degree seeking side of Valencia College in SEVIS, an International Advisor will send you a welcome letter along with the I-20 and a Next Step checklist.
☐ 15. Register for classes and attend new student orientation.

CONTACT INFORMATION:

General Information: 407-582-2220
General Email: internationalstudents@valenciacollege.edu

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<tr>
<th>East Campus and Winter Park Campus</th>
<th>West Campus and Osceola Campus</th>
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<tbody>
<tr>
<td><strong>Contact:</strong> Ruth Wu</td>
<td><strong>Contact:</strong> Carmen Sepulveda Carmona</td>
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<td><strong>Title:</strong> International Admissions Specialist</td>
<td><strong>Title:</strong> International Admissions Specialist</td>
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<td><strong>Phone:</strong> 407-582-2650</td>
<td><strong>Phone:</strong> 407-582-1966</td>
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<td><strong>Direct Email:</strong> <a href="mailto:lwu@valenciacollege.edu">lwu@valenciacollege.edu</a></td>
<td><strong>Direct Email:</strong> <a href="mailto:csepulveda5@valenciacollege.edu">csepulveda5@valenciacollege.edu</a></td>
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<tr>
<td><strong>Address:</strong> 701 N. Econlockhatchee Trail Orlando, FL 32825 Building 5, Room 217</td>
<td><strong>Address:</strong> 1800 S. Kirkman Road Orlando, FL 32811 Student Services Building (SSB), Room 146</td>
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Updated: 11/13/2012