

**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.
- 4. Visit Valencia’s International page for [prospective students](#).
- 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](mailto:internationalstudents@valenciacollege.edu)

**East Campus and Winter Park Campus**

<b>Contact:</b>	Ruth Wu
<b>Title:</b>	International Admissions Specialist
<b>Phone:</b>	407-582-2650
<b>Direct Email:</b>	<a href="mailto:lwu@valenciacollege.edu">lwu@valenciacollege.edu</a>
<b>Address:</b>	701 N. Econlockhatchee Trail Orlando, FL 32825 Building 5, Room 217

**West Campus and Osceola Campus**

<b>Contact:</b>	Carmen Sepulveda Carmona
<b>Title:</b>	International Admissions Specialist
<b>Phone:</b>	407-582-1966
<b>Direct Email:</b>	<a href="mailto:csepulveda5@valenciacollege.edu">csepulveda5@valenciacollege.edu</a>
<b>Address:</b>	1800 S. Kirkman Road Orlando, FL 32811 Student Services Building (SSB), Room 146