



### Transfer In Notification Form/English Language Center

Old Dominion University English Language Center, Dragas Hall 1108, Norfolk, VA 23529-0086

You must complete **Section I** of this form. After you have completed Section I, please ask the International Student Advisor at your current school to complete **Section II** and return it to the English Language Center.

#### Section I—STUDENT’S PERSONAL INFORMATION AND SIGNATURE

Name \_\_\_\_\_  
Family Name \_\_\_\_\_ Given Name \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Intended Start Date at the English Language Center \_\_\_\_\_

**“I give permission for any personal and academic information to be forwarded to Old Dominion University.”**

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

#### Section II—INTERNATIONAL STUDENT ADVISOR AT STUDENT’S CURRENT INSTITUTION

The above named student has been accepted at the English Language Center Old Dominion University pending confirmation of his/her current visa status at your institution.

The above named student:  currently attends  last attended  never attended

\_\_\_\_\_  
Name of Institution \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
Address of Institution \_\_\_\_\_ Fax \_\_\_\_\_

Dates of Attendance \_\_\_\_\_ to \_\_\_\_\_ Has the student maintained status?  Yes  No

SEVIS Release Date \_\_\_\_\_ SEVIS ID Number \_\_\_\_\_

Please release student’s record to **Old Dominion University, WAS214F10145000.**

Comments \_\_\_\_\_

\_\_\_\_\_  
DSO Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
DSO Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form by fax or mail to: Old Dominion University, English Language Center, Dragas Hall 1108, Norfolk, VA 23529-0086.

Fax: 757.683.4640

Phone: 757.683.4424