



ACES Learning Center – ESL School

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TRANSFER PROCESS

Follow the procedures below if you wish to transfer to ACES ESL School from another language school or high school in the USA.

1. If you choose to transfer to our school, you will need to pay the \$100 registration fee and submit the online application form: <http://www.austinesl.com/index.php/enrollment/registration/>.
2. When we receive your application and registration fee payment, we will review your application and send you an acceptance letter stating that you have been accepted to ACES starting _____ . Meanwhile, you will also receive a Transfer-in Form.
3. After you receive this acceptance letter and Transfer-in Form, inform your current DSO of your intent to transfer to ACES ESL School. Be prepared to show your acceptance letter from ACES ESL School.
4. Complete Part A of the “Transfer In” form (attached) and submit it to your current DSO for completion of Part B.
5. The DSO at your current school will then discuss the best transfer date with you – remember that the transfer-release date must not be more than 5 months before your start date at our school.
6. Your current DSO must complete Part B and email or mail the completed form to ACES ESL School. Your current DSO must enter your transfer with the intended transfer date into SEVIS.
7. After the transfer date has been reached, ACES ESL School DSO will be able to access your SEVIS record and create a new I-20 for you.

Please let us know if you have any other questions and we look forward to receiving your application.

Best,

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TRANSFER-IN (SEVIS RECORD) FORM

Updated: 12/2019

PART A: TO BE COMPLETED BY THE STUDENT

Surname/Family Name: _____ First Name: _____

Middle Name (if any): _____ Date of Birth (mm/dd/yyyy): ____/____/____

Passport # _____ Country of Citizenship: _____

Do you have any dependents? No: ____ Yes: ____ if yes, how many? ____

Student Signature: _____ Date: _____

PART B: TO BE COMPLETED BY THE DSO OF THE CURRENT SEVP-APPROVED SCHOOL

Student SEVIS #: N _____

Is the student eligible for F-1 transfer? YES ____ NO ____

If no, please explain: _____

SEVIS Transfer Out Date: ____/____/____

Date of last attendance at your school: ____/____/____

Has s/he fulfilled all financial obligations? YES ____ NO ____

Name of Designated School Official (print): _____

Title: _____ Email Address: _____ Phone: _____

Signature: _____ Date: ____/____/____

Institution Name: _____ Institution Address: _____

Upon completion, please mail or email this form to ACES ESL School: 13581 Pond Springs Rd. Ste. 200, Austin, TX 78729. Email: info@austinesl.com. Any questions can be addressed to the Admissions at 512-577-2928 or 512-918-8828.

Transfer In (SEVIS Record): DG Zenith Academy Inc. DBA: ACES Learning Center
SEVIS School Code: **SNA214F57136000**