

Duke Office of Information Technology

Form Downloads

The forms below are provided as a convenience. To transfer service:

1. Complete the online wireless order request
 - a. Select Sign up for new service to transfer *to* a Duke Corporate account OR
 - b. Select Cancel service online to transfer *from* a Duke Corporate account
2. Specify that you want to port.
3. Complete the appropriate form below.

[Returns](#) must be submitted in person with all of the original equipment.

Transfer Number from Duke Corporate to Vendor Retail

[1. Alltel Transfer of Account Responsibility](#)

Use this form to transfer your Duke-Alltel wireless account to a personal account with Alltel. Make sure you provide all the information where you see an "X". Alltel may require a deposit once you are approved. Retail rates can be found at alltel.com.

[2. Verizon Transfer of Billing Responsibility](#)

Use this form transfer your Duke-Verizon wireless account to a personal account with Verizon. Retail rates can be found at verizonwireless.com.

Transfer Number from Vendor Retail to Duke Corporate

[3. Alltel Transfer of Account Responsibility](#)

Use this form to transfer your personal Alltel wireless account (no shared plans) to an Alltel corporate account with Duke University. Make sure you provide all the information where you see an "X".

[4. Alltel - Transfer non-Alltel personal account to Duke Corporate account](#)

If you have a personal/retail account with another provider and want to have that account transferred to the Duke Corporate account, submit this form.

[5. Alltel - Transfer non-Alltel personal account to Duke Corporate account](#)

If you have a personal/retail account with another provider and want to have that account transferred to the Duke Corporate account, submit this form.

Transfer billing responsibility from Duke to a personal account with Alltel/Verizon?

If you have a Duke wireless plan, your account is considered a Corporate account. Wireless carriers will not allow phone numbers on a corporate account to be ported to

a personal account. You must first transfer your current wireless account to a personal account with your wireless carrier.

Alltel – When transferring, your account is considered a personal account. Alltel may require a deposit. Once the account is transferred, you may opt to port your number to another wireless carrier. A new contract will not be started.

Verizon – When transferring, your account is considered a personal account. Once the account is transferred, you may opt to port your number to another wireless carrier.

Verizon gives you a 15 day grace period to port your number to another wireless carrier or a new Verizon contract will began.

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