

Transfer Application Checklist

While researching universities, check all information periodically until you transfer. Research admission criteria for university, college, and department/major.

9-12 months before transferring ...

- ❖ Research scholarship and financial aid opportunities
- ❖ Research admission application methods and deadlines
- ❖ Inquire about Transfer Information Days
- ❖ Update your portfolio or develop a "List of Accomplishments" to include: community service activities, leadership roles in service or college organizations, employment, and honors/awards/scholarships, including a brief description of each and dates (if applicable)

4-9 months before transferring ...

- ❖ Complete admission application(s)
- ❖ Complete your admissions essay (if application allows)
- ❖ Request letters of recommendation from instructors, student organization/activity advisors, or others (provide them with your portfolio or "List of Accomplishments")
- ❖ Request official transcript(s) to be sent to each university to which you have applied
- ❖ Inquire about transfer orientation sessions
- ❖ If relocating, research housing options

Up to 6 months before transferring ...

- ❖ Complete housing application and submit housing deposit
- ❖ Complete scholarship and financial aid applications
- ❖ Request final transcript(s) to be sent to each university if any classes have been completed since application submission
- ❖ Obtain the catalog/bulletin that will be in effect during your first semester, and review your degree requirements
- ❖ Meet with your new advisor to clarify any questions about your degree requirements and/or for academic advising
- ❖ Register for your first semester!

Questions to ask the University Transfer Advisors ...

- ❖ What are the application deadlines of which you need to be aware?
- ❖ Is admission automatic if you meet specific criteria, or is admission competitive?

- ❖ What do you need to do to be the best admission candidate?
- ❖ Will any of my requirements for transfer change, or will I be eligible for additional scholarships if I complete my associate degree before I transfer?