

Transfer Student Checklist

Thinking about transferring:

- Meet with advisor from current school. Ask about articulation agreements (2+2/3+1 programs) and transfer guides.
- Read the website and/or catalog of your preferred transfer schools to compare and contrast. Confirm that they offer your desired *program of study*; explore transfer *procedures and deadlines*; and be sure to note tuition rates and fees.
- Decide on transfer school of choice (it may be helpful to have a second choice, just in case).
- Contact transfer school's admissions office or advisor (email, campus visit, etc.) and ask for the following information:
 1. Application deadlines
 2. Available scholarships and deadlines
 3. Course transferability/unofficial evaluation
 4. Program information (prerequisites, selective admissions, course sequencing, etc.)
 5. Suggestions for additional courses to take at community college
 6. Housing availability
 7. Campus tour availability
- Visit transfer school's campus by scheduling an appointment, attending special transfer days, and/or taking a virtual tour.

Starting transfer process:

- Continue meeting often with current advisor and transfer school.
- Create a timeline for completing the following steps.
 1. Submitting application
 2. Requesting official transcripts from each of your previously attended schools and other required documents (ex. AP, CLEP scores) be sent to the transfer school.
 3. Submitting scholarship application, if available
- Discuss Michigan Transfer Agreement (MTA)/MACRAO agreement completion, graduation, reverse transfer options with advisor.
- Apply for financial aid and/or scholarships for the transfer school.
 1. For mid-year transfers with existing FAFSA, correct your existing FAFSA online by adding the transfer school's code.
 2. For fall term transfers, complete and submit the FAFSA application as soon as possible (check transfer school's deadlines for specifics).
 3. Notify current school of your transfer so that future financial aid can be established at transfer school.
- Follow-up with transfer school to ensure they received all documents.

Transferring:

- Review acceptance notification from transfer school and confirm acceptance. Place deposit if needed.
- Request official transcript, showing your last semester's grades, be sent to transfer school.
- Review transfer credit evaluation.
- Follow transfer school's admitted student checklist or request information about the following: orientation, advising, web ID, email, placement testing, housing, etc.
- Activate transfer school's email and check email often.
- Inquire about additional student support services such as veterans, international, disability, etc.
- Register and attend courses.