

Guide to the Transfer Process

So, you're in your final semester, and you are ready to take that big step and apply to a four-year college or university, but you don't feel sure of how to go about it. Here are a few things you can do to ensure a smoother trip through the transfer process:

- Contact the colleges/universities you are interested in attending and request an application. Start collecting applications at least 9 months in advance of when you plan to start attending.
- Fill out the application carefully, and be sure to provide all necessary documentation to support your application (i.e. official transcripts from each college you have attended and/or high school transcripts and SAT/ACT if required, letters of recommendation, etc.). Be sure to include payment of application fee or completed application fee waiver (if you have been issued one).
- Send application(s) in 6 months in advance of the semester you would like to start attending – even if the college has a rolling admission policy. The earlier you apply, the sooner you will receive decisions, and the more time you have to plan, make a final decision and get your finances in order.
- Submit your financial aid paperwork at least 6 months prior to the semester you plan to attend.
- Be sure to visit each college to which you apply. Make arrangements to attend an open house, college information day, sporting event, overnight visitation, etc. This will go a long way in helping you to make your final decision.