

College Transfer Checklist



_____ **Prepare to transfer by deciding which colleges to consider.** In considering to which schools you may want to transfer, you'll need to decide what criteria you have for picking a college. Some criteria include: majors or programs, size, location, athletics, housing, admission selectivity, and/or type of school. The Student Success Center's Transfer Counselor can help you explore these criteria and come up with schools that meet your needs.

_____ **Meet with the college admission representatives from the schools you are considering.** ASU-Beebe takes several transfer trips during the academic year. Also, many college admission representatives visit ASU-Beebe throughout the year. To find out when colleges will be visiting, contact the Student Success Center or check the Transfer Services web page for updates. ASU-Beebe also hosts an annual Transfer Fair each spring where students can visit with multiple transfer schools at one time and in one location.

_____ **Visit the campuses you are considering.** Nothing replaces a campus visit! It is always a good idea to go and see the different schools. Meet with the Transfer Counselor in the Student Success Center to find out how to get the most out of your campus visit.

_____ **Check to see if there are articulation agreements between the two-year school and the target four-year schools.** If there are, they can be used to guide course selection. Using articulation agreements or other course equivalency information, determine what courses are most likely to be transferable and to which schools and what majors. Your academic advisor can help you with this process.

_____ **Apply for admission.** To apply to a college or university, fill out and submit an undergraduate admission application to the schools of your choice. Most institutions prefer that you complete the online application. Visit the transfer school web site for further information.

_____ **Apply for financial assistance as soon as possible.** Applying for Financial Aid is an important next step. Apply online at www.fafsa.ed.gov. Research applicable scholarships including those specific transfer students.

_____ **If you are a U.S. military veteran...** In order to activate your veterans' benefits, complete the FAFSA financial aid application as soon as possible, and contact the veterans' benefits office at the transfer school.

_____ **Have your transcripts sent.** Send official college transcripts from each school you attended -- not just the last college. Some schools may also want high school transcripts and ACT or SAT reports. Check the school's application and/or catalog to determine what you need to send. After applying, remember to send updated transcripts that show your grades at the end of each semester you complete before transferring.

_____ **Apply for housing as soon as possible.** If you wish to live on campus, you should apply for housing as soon as possible. Call the school's housing office for information and an application. Many schools also have off campus housing offices -- visit the school web site for more information.

_____ **Watch for your letter of admission.** Watch for your admission decision letters. If you do not receive any information, call the school and check progress.

_____ **Register for courses as early as possible.** Registering early will help you maximize your chances of getting your desired classes and schedule.

_____ **Participate in new student orientation/registration.** Orientation is very useful for transfer students. It will help you make a smooth transition and meet new people. Make sure you attend orientation/new student registration.

_____ **Watch for your billing statement.** You will receive a billing statement (either through the mail, email, or electronically through the school's student information system) which will indicate your balance due, payment schedule, and payment due date. It is extremely important that you make your payment by the due date.

_____ **Find out about extracurricular activities.** The first few weeks on campus, take time to find out about all of the activities, clubs, and events on campus. Participating in this aspect of student life is very rewarding and will make it easier to develop friendships.