

Make a Plan: The How To's of Transferring

Student Support Services
UA Rich Mountain

It is important to select a four-year school early so that you do not take any unnecessary courses. Make sure to consult with your Transfer Counselor to find courses that will transfer to the colleges or universities you are interested in attending.

Checklist for Transferring to a Four-Year College or University

Follow these steps when considering a college or university:

1. Focus on choosing a major or majors

- ✓ Not all schools offer all majors
- ✓ Not all schools accept the same courses, even if they offer the same major




2. Research colleges and universities*

- ✓ Use sources available at UA Rich Mountain and on the internet *
- ✓ Check to see if the school has a cooperative agreement with UA Rich Mountain
- ✓ Read the application requirements for each school so you know what materials are required for admission and the application deadline dates

- 3. Meet with college and university representatives as they visit campus**
 - Schedules are available in the Student Support Services area
 - Let your counselor know what schools you are interested in so she can alert you to their campus visits

 - 4. Attend campus tours organized by SSS**
 - These tours are free or at a minimal cost (lunch) to you

 - 5. Schedule an “official” campus visit with the college or colleges you choose**
 - These visits should include a visit to the department or departments you are considering for your major to get specific course requirements and to meet instructors
 - You may need to visit different campuses before deciding which school to attend

 - 6. Apply for transfer scholarships**
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Checklist for Transferring to a Four-Year College or University

7. **Complete and send the application for admission to the school or schools of your choice (include shot records)**
 - ✓Apply early!
 - ✓Know the application deadlines
 - ✓Obtain a receipt from the post office to verify the date you mail your applications
 - ✓Find out if you can apply online
 - ✓Find out if application fee waivers are available
 - ✓Keep printouts or photocopies of everything you submit

8. **Be sure to complete financial aid, scholarship, and housing applications early!**
 - ✓Housing, scholarships, and financial aid are often on a first come, first served basis
 - ✓Schools have different deadline dates

9. Have all your college transcripts sent to the transfer school

- ✓ They may also need your high school transcripts

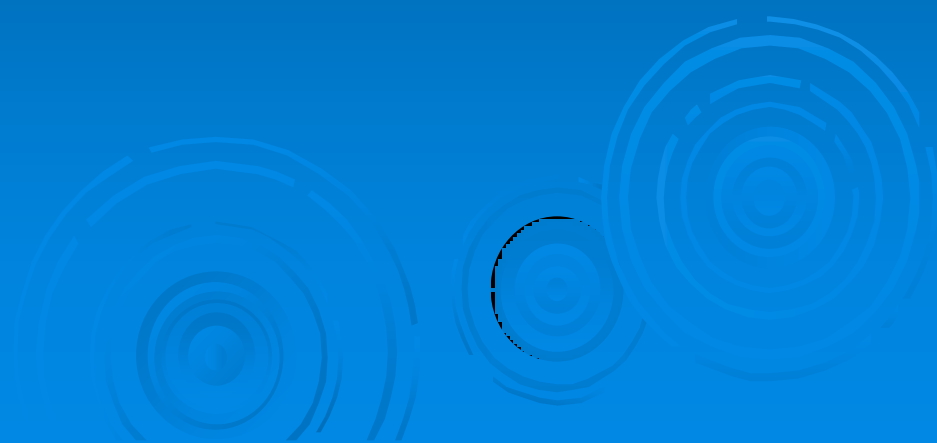
10. Attend an Orientation/Registration Day, designed for incoming transfer students, at your school of choice

- ✓ You should receive an invitation to orientation if you are accepted for admission

11. Get pre-registered for classes!

- ✓ This usually is done during orientation
- ✓ Don't forget to find out about payment options and deadlines

12. Enjoy attending classes at your new school!



Checklist for Researching a College

1. Look at Academics

- ✓ Is your major offered?
- ✓ Agreements with UA Rich Mountain
- ✓ Any special requirements
- ✓ Student-Faculty Ratio
- ✓ Typical Class size

2. College Expenses

- ✓ Tuition, room & board
- ✓ Estimated total budget
- ✓ Application fee or deposit

3. Financial Aid

- ✓ Deadline
- ✓ Required forms
- ✓ Percentage receiving aid
- ✓ Scholarship

4. Location

- ✓ Distance from home

5. Size

- ✓ Enrollment
- ✓ Physical campus size

6. Environment

- ✓ Type of school (public, private)
- ✓ Setting (urban, rural)

7. Admission Requirements

- ✓ Deadlines
- ✓ Tests required
- ✓ Acceptable test scores, GPA, rank
- ✓ Any special requirements

8. Housing

- ✓ Availability
- ✓ Types and sizes
- ✓ Food plan

9. Facilities

- ✓ Academic
- ✓ Recreation
- ✓ Other