

Transfer Checklist for Community College Students

- Visiting your community college transfer center or counseling office.
- Carefully read the transfer section of your community college catalog.
- Discuss your transfer plans with an advisor/counselor and read viewbooks and catalogs from four-year colleges and universities.
- Send for transfer information and catalogs from four-year colleges and universities that interest you.
- Find out about transfer requirements and deadlines.
- Visit the four-year institutions of your choice.
- Make an appointment with a department advisor or counselor at your chosen transfer institution to talk about your major and plan your course of study.
- Complete and send the required financial aid and scholarship applications along with any additional required documents.
- Contact a counselor/advisor at your transfer institution if you plan to apply for Educational Opportunities Program or other special programs.
- Take the SAT or ACT if it is required and have copies sent to your transfer institution.
- Obtain an application form from your transfer institution.
- Complete and send the applications for admission with the application fee or fee waiver form prior to deadlines (check due dates).
- Continue the recommended course work at your community college.
- Have official community college transcripts (and official high school transcripts, if necessary) sent to the transfer institution.
- Request that your transfer units be certified.
- Select classes with the help of a department advisor and pre-register (or register) for classes.
- Pay fee by deadlines.
- Participate in orientation programs and buy books and supplies.
- Begin classes.



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