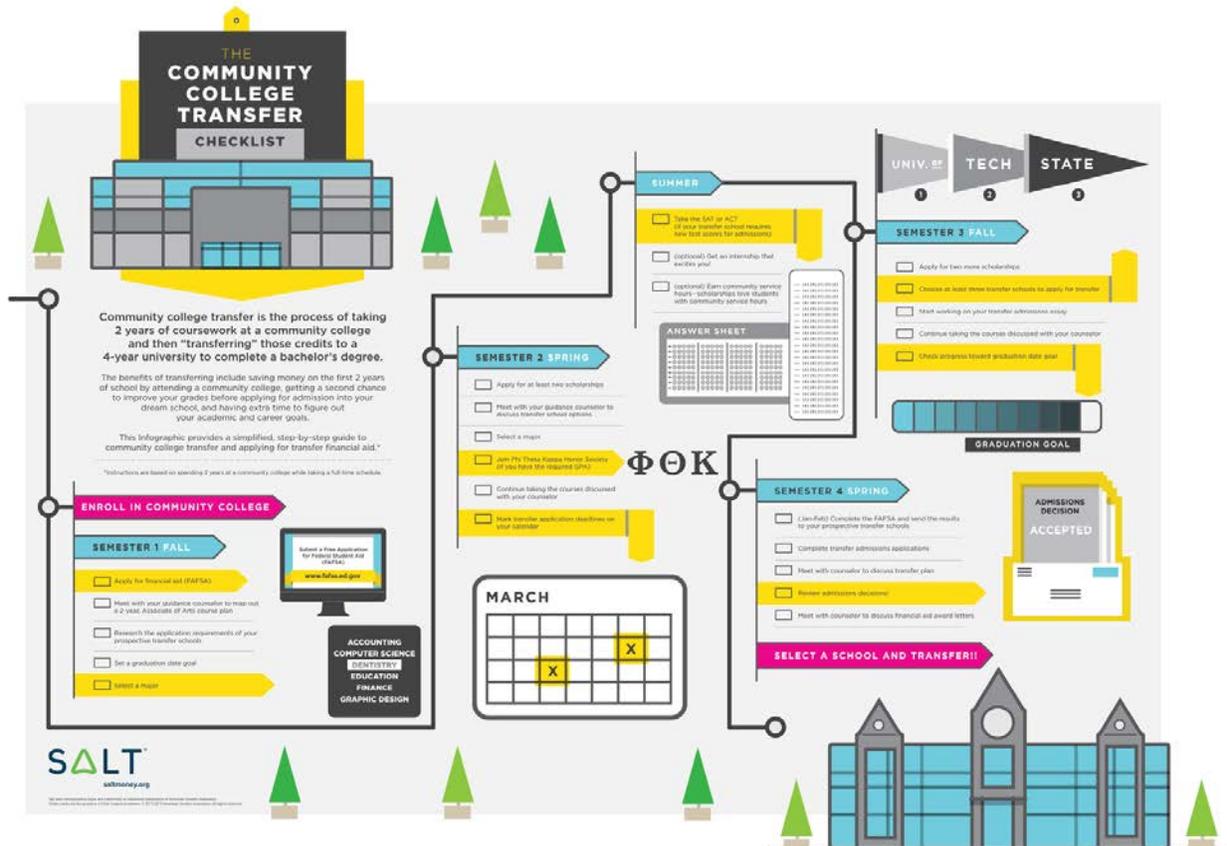


Community College Transfer Checklist: A Semester-By-Semester Guide

If you're looking to transfer from a community college to a 4-year school, keep yourself on track and stay organized by using this checklist.

By Diane Melville - Updated: April 23, 2015



The Community College Transfer Checklist

Community college transfer is the process of taking 2 years of coursework at a community college and then "transferring" those credits to a 4-year university to complete a bachelor's degree.

The benefits of transferring include saving money on the first 2 years of school by attending a community college, getting a second chance to improve your grades before applying for admission into your dream school, and having extra time to figure out your academic and career goals. This infographic provides a simplified, step-by-step guide to community college transfer and applying for transfer financial aid.*

*Instructions are based on spending 2 years at a community college while taking a full-time schedule.

Enroll In Community College

Semester 1: Fall

- Apply for financial aid (FAFSA) (submit a [Free Application for Federal Student Aid](#) (FAFSA) at www.fafsa.ed.gov)
- Meet with your guidance counselor to map out a 2-year, Associate of Arts course plan
- Research the application requirements of your prospective transfer schools
- Set a graduate date goal
- Select a major

Semester 2: Spring

- Apply for at least two scholarships
- Meet with your guidance counselor to discuss transfer school options
- Select a major
- Join Phi Theta Kappa Honor Society (if you have the required GPA)
- Continue taking the courses discussed with your counselor
- Mark transfer application deadlines on your calendar

Summer

- Take the SAT or ACT (if your transfer school requires new test scores for admissions)
- (optional) Get an internship that excites you!
- (optional) Earn community service hours—scholarships love students with community service hours

Semester 3: Fall

- Apply for two more scholarships
- Choose at least three transfer schools to apply for transfer
- Start working on your transfer admissions essay
- Continue taking the courses discussed with your counselor
- Check progress toward graduation date goal

Semester 4: Spring

- (Jan-Feb) Complete the FAFSA and send the results to your prospective transfer schools
- Complete transfer admissions applications
- Meet with counselor to discuss transfer plan
- Review admissions decisions!
- Meet with counselor to discuss financial aid award letters
- Select a school and transfer!!

[transferring](#) , [community college](#)

***Diane Melville** - Diane Melville paid for her entire college education with scholarships and is the author of "The Community College Advantage: Your Guide to a Low-Cost, High-Reward Community College Experience."*