

TRANSFER TIMELINE

June/ July/August (or earlier)

Develop criteria to assist your college selection:

- Location
- Program
- Policy for transfer of credits
- Cost
- Support Services
- Financial Aid Opportunities
- Other

Select colleges based on comparison to the criteria.

Develop a chart with the above criteria. Enter each college you select and the information relevant to your criteria on the chart for comparison.

Check their web sites. Have information mailed to you.

Read all information carefully. Call the college to speak with a transfer counselor only if the information they provide is unclear or does not answer your question(s)

September/October (at the latest; earlier if possible)

Select four colleges/universities from the above research, as your top choices.

Visit these colleges. Speak with an admissions representative.

Do your homework before you visit. Do not take the counselor's time asking questions that are answered on the college's web site or in their publications

Establish a file for your credentials.

- Copies of completed Application forms
- Essays: answers any additional questions asked in applications
- Record of contacts with recommenders (people who are writing your recommendations)
 - Letter requested from (name) on (date);
 - Received by the college (yes or no); if no, follow-up
- Unofficial copies of transcripts from all colleges attended (for personal reference only)

Establish a calendar of application deadlines and documents required.

Enter only colleges to which you are applying.

Keep it simple.

Use it to guide you in the application process.

Meeting deadlines and keeping the colleges up to date on success in additional coursework is your responsibility. Don't wait for them to request updated transcripts

November/ December

Complete all application forms

Mail all applications in advance of the deadlines (check rules for each college)

Suggestion: Send them receipt requested for verification or include a self-addressed stamped post card for the college to mail you upon receipt of your application. Write on the opposite side of the post card the college's name and the words 'application received on _____'. By doing the work for them you are more likely to have them use this response.

Arrange for transcripts to be sent directly from **all** the colleges you have attended to the colleges to which you are applying (only theses are considered official). Include all colleges even if you only took one course and even if your main college has already awarded you transfer credit

Be sure to send thank-you notes to anyone who wrote recommendations; and to counselors with whom you have contact at the colleges to which you are applying.