**TRANSFER CHECKLIST**

- **INFORM** your advisor of your interest in transferring. Meet with the transfer counselor at your campus.

- **RESEARCH** colleges and universities to find which institutions offer your major. Use the resources in the Advising and Transfer Center (C213) and the HACC library.

- **IDENTIFY** college characteristics most important to you and make a list of schools to give serious consideration (i.e., cost, location, distance from home, financial aid and scholarship opportunities, reputation of school, campus environment, class size, support services, campus activities/athletics, etc.).

- **MEET** with college representatives during *Transfer Days*. Attend college fairs.

- **VISIT** the colleges on your list. Make an appointment with Admissions and the department chair of your intended program. Visit during classes to talk with students.

- **CONTACT** your intended transfer schools to request an application packet, financial aid information, degree requirements, and application deadlines.

- **APPLY** to 5-8 colleges (suggestion: 2 safety schools—schools you’re fairly certain you can get into; 3 probable schools—schools you have a fair chance of getting into, and 3 reach schools—your absolute favorites but very competitive). Meet all application and financial aid deadlines.

- **REQUEST** an official HACC transcript be forwarded to the colleges to which you are applying. If you attended other colleges, you must contact those schools and request official transcripts be forwarded from them. Send a high school transcript, if required by transfer schools.

- **CHECK** with your intended transfer schools to make sure you have fulfilled all admission requirements and to make sure they have received all required materials.

- **REVIEW** your acceptance letter to be sure you are accepted into the program you applied to and not to just the general college or university. Check the dates to make sure you were accepted for the appropriate semester.

- **REVIEW** your financial aid package and ask if you can expect the same kind of funding each year.

- **SEND** your deposits in by the deadline and review the credit evaluation.

- **READ** all materials your transfer school sends you.

- **DEVELOP** an educational plan, with your advisor or the transfer counselor at your campus, that outlines courses meeting transfer admission requirements and HACC requirements (if you plan to get HACC’s Associate degree).

- **REQUEST** a final HACC transcript be forwarded to your transfer school after you have taken your last course at HACC.