

Transfer Checklist

This is a general list of things transfer students should consider. It is not specific to a certain college or university and is not intended to be a comprehensive list. Always work with your current advisor and an advisor or admissions counselor at the institution where you're planning to transfer.

1. Research colleges and universities to help you decide which institution is right for you.

- Criteria you may want to consider: majors or programs, size, location, athletics, housing, admission selectivity.
- Plan your course selection with the institution you are transferring to in mind.
 - When planning your courses, you should utilize the Illinois Articulation Initiative (IAI) course recommendations for the general education package (GECC). This is important to ensure you are on track for your ideal time to completion of your degree. [Use our course planning worksheet.](#)
- Schedule a campus visit for the institutions you are considering.
 - Campus visits are the best way to see if the institution is the right fit for you.

2. Contact the admissions representatives at the institution you are considering transferring to.

- The admissions representatives are the most knowledgeable people at the institution to answer your questions and get you pointed in the right direction.
- Apply for admission to your choice of institution.
 - Applying early assists you and your preferred institution by allowing plenty of time to get your course credit processed and posted. It can be very difficult for you and your new institution if you wait too long to apply and get the process started.
 - Have your transcripts from each institution you attended sent to the institution(s) to which you're applying.
 - Some institutions will also want to see your high school transcripts and your ACT/SAT information. Check the institution's application and/or catalog to determine what you need to send.
 - After applying, remember to send updated transcripts that show your grades at the end of each semester before transferring.

3. Meet with an advisor/counselor to select the best courses for you and your situation.

- In most counseling centers there are transfer guides for many institutions in Illinois, plus sample academic plans by major. These can be helpful with planning and preparation for your major as you get settled with your new institution.
- Because transfer requirements change frequently, you should verify all transfer information directly with the institution.

4. Get your financial plans in order.

- Contact the Financial Aid office and if you are a veteran be sure to work with campus veterans office and experts to ensure your finances are in order.

5. Make a plan for your housing, books, and other things you'll need as you begin your next step in your educational goals.

- Ask questions and work with experts on campus to help you make arrangements to ensure things go right.



Want more help with your transfer? Make sure to check the iTransfer.org website at <http://www.itransfer.org>