

# Your Transfer Checklist

- MEET** as early as you can with an advisor or career counselor to help you figure out your major and to help you choose your next college. This will save you time and money.
- RESEARCH** the major's academic programs at the institutions in which you are interested in attending. Check out their academic catalogs, visit the institutions' websites, and contact the transfer advisors.
- ATTEND** information sessions or transfer fairs to find out more about transferring.
- NOTE** deadlines for applications, scholarships, placement tests, etc.
- TALK** with an advisor if you still have questions or concerns.
- DEVELOP** a transfer plan to map how your courses can be used to fulfill the requirements of your intended program.
- KEEP** course outlines and syllabi for all classes you take. Save them in a binder or some other safe place that you can access easily.
- FIND OUT** what *GPA* is required for admission to the institution and/or program and if anything else is required (e.g. minimum number of transferable credits, interview, portfolio, audition, references, etc)
- SUBMIT** your application for admission to the institution you want to attend. Visit <http://www.mass.edu/jointadmissions> to download an Intent to Enroll form if you qualify for Joint Admissions.
- SEND** official transcripts, including your official transcript after you have completed your final semester (this step is **VERY IMPORTANT!!!**)
- ASK** the institution you want to attend for an evaluation of your transcript.
- FILL OUT** the Free Application for Federal Student Aid (FAFSA).
- SEND** your immunization records from the health services office to the institution you will attend.