

# CSN TRANSFER CENTER TRANSFER CHECKLIST

<p>⌚ Prepare to transfer by deciding which colleges to consider.</p>	<p>In considering which schools you may want to transfer to, you need to decide what criteria you have for picking a college. Some criteria include: majors or programs, size, location, athletics, housing, admission selectivity, and type of school. CSN counselors and academic advisors can help you think about these criteria and come up with schools that meet your needs. Information on four-year schools can be found at the following links or in our Transfer Centers at the Cheyenne, West Charleston and Henderson campuses.  <a href="http://www.collegeview.com/collegesearch/index.jsp">http://www.collegeview.com/collegesearch/index.jsp</a>  <a href="http://www.usnews.com/usnews/rankguide/rghome.htm">http://www.usnews.com/usnews/rankguide/rghome.htm</a></p>
<p>⌚ Plan your course selections with transferring in mind.</p>	<p>Learn about the requirements for transfer to the colleges you are interested in including, but not limited to minimum GPA and core/general education/major requirements for your intended major. Meet with a CSN counselor or academic advisor to plan your course selections each semester.</p>
<p>⌚ Meet with the college admission representatives of the schools you are considering.</p>	<p>To find out which colleges are visiting CSN and when, check with the Transfer Centers or Counseling Departments at the Cheyenne, West Charleston and Henderson campuses. A schedule of admission representative visits are also available on-line at our Transfer Center website.</p>
<p>⌚ Visit the schools you are considering.</p>	<p>It is always a good idea to go and see the different schools. If visiting the schools in person is not feasible, check out <a href="http://www.campustours.com/">http://www.campustours.com/</a> for a virtual tour of the schools you are interested in attending.</p>
<p>⌚ Apply for admission.</p>	<p>To apply to a college or university, fill out and submit an undergraduate admission application to the schools of your choice. Many institutions now prefer and recommend that their applications are completed on-line versus on paper. Visit your transfer schools web site for further information. <b>Be aware of deadlines</b> concerning completion of Admission Requirements. A list of four-year institution web sites is located at <a href="http://www.clas.ufl.edu/CLAS/american-universities.html">http://www.clas.ufl.edu/CLAS/american-universities.html</a></p>
<p>⌚ Apply for financial assistance as soon as possible. ⌚ Have your financial aid transcripts sent.</p>	<p>When you apply, find out what forms you need to submit to be considered for financial aid and scholarships. Financial aid forms are typically available January 1 for the following academic year. Financial aid forms should be completed by March 1 to ensure the best selection of aid options. Financial aid forms are available on-line at <a href="http://www.fafsa.ed.gov/">http://www.fafsa.ed.gov/</a></p>
<p>⌚ If you are a U.S. military veteran</p>	<p>In order to activate your veterans' benefits, complete and mail a FAFSA financial aid form as soon as possible, and contact the veterans' benefits office at the school</p>

<ul style="list-style-type: none"> <li>⌚ Have your transcripts sent.</li> <li>⌚ Request an evaluation of your transfer credit</li> </ul>	<p>Request in writing that your transcripts be sent directly from each college you have attended -- not just the last college. CSN transcripts are requested from the Office of the Registrar. Many schools also want high school transcripts and ACT or SAT reports. Check the school'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 you complete before transferring.</p>
<ul style="list-style-type: none"> <li>⌚ Apply for housing as soon as possible.</li> </ul>	<p>If you wish to live on campus, you should apply for housing as soon as possible. Call the school's housing office for information and an application. Apply for housing even before you receive your letter of acceptance.</p>
<ul style="list-style-type: none"> <li>⌚ Watch for your letter of admission.</li> </ul>	<p>Note when you can expect admission letters. If you do not receive any information, call the school and check progress.</p>
<ul style="list-style-type: none"> <li>⌚ Watch for your on-campus housing contract.</li> </ul>	<p>If you have been admitted and have applied for on-campus housing, you will receive a contract from the school's housing office and you will be asked to make your housing pre-payment. When you return your signed contract and pre-payment by the due date indicated on the contract, you will be guaranteed on-campus housing. The school's housing office should also send you information about your room and roommate assignment before your classes begin. This will give you time to contact your roommate, if you wish, before you move into your residence hall.</p>
<ul style="list-style-type: none"> <li>⌚ Schedule advisement and registration.</li> </ul>	<p>If you have been admitted, you should receive information through the mail about advisement and registration procedures. If not, you need to call the school to set up your appointment. You will have a better choice of classes and class times by meeting with your academic advisor as early as possible.</p>
<ul style="list-style-type: none"> <li>⌚ Watch for your statement of account or bill.</li> </ul>	<p>You will receive a statement of account which will indicate your balance due, payment schedule, and payment due date. It is extremely important that you make your payment by the due date. If your first payment is not at the appropriate office by the due date, it is likely that your class registration will be canceled.</p>
<ul style="list-style-type: none"> <li>⌚ Participate in new student or transfer orientation.</li> </ul>	<p>Yes, orientation is very useful for transfer students. It will help you make a smooth transition and meet new people. Remember, you will be adjusting to a new campus and a new system of doing things.</p>
<ul style="list-style-type: none"> <li>⌚ Find out about extracurricular activities.</li> </ul>	<p>The first few weeks on campus, take time to find out about all of the activities, clubs, and events on campus. Participating in this aspect of student life is very rewarding and will make it easier to develop friendships.</p>

Adapted from a handout developed by Southern Illinois University.