Easy Transfer Checklist

A transfer student's 1st priority is to determine their major and transfer school.
Prior to your 1st semester at CLC, meet with your College & Career Navigator (CCN) to engage in career exploration, identify your field of interest (FOI), and select the appropriate first semester courses.

01 Know Your Major

- Explore careers of interest: research job environment, outlook, salaries, and credentials as you make your decision.
- Select the major fitting for your career path
- Meet with your assigned Academic Success Advisor (ASA) to explore career path and create an academic plan for upcoming semesters.
- For additional career exploration, ask your ASA about online tools, information sessions, and connecting with faculty members at CLC.

02 Know Your School

- Explore different transfer schools: start with a google search, the CLC transfer page, or use a college search tool.
- Visit college campuses or watch a virtual tour and ask your ASA about upcoming transfer fairs.
- Identify your top 3 schools & Research - Complete transfer worksheet on backside. If you are not sure how to find the information to fill in worksheet, reach out to your ASA.
  - Check CLC transfer webpage for transfer guides and guaranteed admission transfer agreements (GTA).

03 Make Contact

- After completing transfer worksheet, meet with your ASA for a transfer planning appointment
- After the transfer planning appointment, follow up with admissions contact at transfer school(s) to confirm:
  - Admission requirements and course selection.
  - The application criteria (essays, letters of recommendation, mandatory information sessions, etc.) and deadline for transfer school (s)

04 Apply & Prepare for Transfer

- Apply to your school(s).
- If you are completing a degree at CLC, submit your petition to graduate via student center.
- Once accepted to transfer school, review the acceptance letter.
- Complete financial aid and scholarship applications for transfer school(s).
- Attend transfer school orientation and registration events.

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	Name of School (List in order of priority)			
Factors to consider	Location			
	Public or Private Profit or Non Profit			
	Name of Major			
	Tuition + Room & Board (if applicable)			
	Student Life/ Student Engagement			
	Online, Blended, or in-person			
Admissions	Essay, Interview, Letter of Recomendation required?			
	Application Fee & Deadline			
	Admissions Contact			
Academics	Minimum GPA			
	Prerequisites & Highly Recommended Courses			
	Maximum Credit Hours Accepted from Community College			
$$	Transfer Scholarships & Financial Aid Contact			