**TRANSFER CHECKLIST**

**1. Research & Planning**

* **Identify potential transfer schools**: Research four-year colleges you’re interested in attending.
* **Check transfer agreements**: Look for any articulation agreements between SCCC and four-year institutions. These agreements ensure that certain credits transfer easily.
* **Review transfer admission requirements**: Check the GPA, required courses, and any standardized test scores (like SAT/ACT) for each school.
* **Meet with a counselor at SCCC**: Confirm that you’re on track to complete all required coursework for your intended major and transfer.
* **Decide on a major**: Ensure the program you plan to enter at the four-year college matches your academic and career goals and how it’s aligned with your major at SCCC.

**2. Academic Preparation**

* **Complete general education requirements**: Ensure that you are fulfilling SCCC’s general education curriculum, which will likely transfer to a four-year institution.
* **Earn sufficient transferable credits**: Make sure you’ve earned enough credits to be considered for transfer (usually 30 credits, but this varies). However, obtaining your degree at SCCC is usually preferred.
* **Maintain or improve your GPA**: Keep your grades high to meet the GPA requirements for transfer.
* **Take major-specific courses**: If possible, take courses that align with your intended major at the four-year school (consider using transfer tables if available).
* **Consider taking summer classes**: If needed, enroll in extra courses during the summer to complete requirements.

**3. Application Process**

* **Complete the application**: Submit an application to each four-year college you’re considering (via SUNY or CUNY App, the college’s website, or Common App if absolutely required).
* **Pay attention to deadlines**: Note application deadlines, which can vary depending on whether you're applying for fall or spring semester transfers.
* **Submit transcripts**: Request official transcripts from SCCC and any other institutions you’ve attended.
* **Request letters of recommendation**: Ask professors or a counselor to write letters of recommendation if required. The SUNY and CUNY application do not require this.
* **Write a personal statement or transfer essay**: Depending on the application you are completing and the college(s)/major you are applying to, this may be a requirement.
* **Pay application fees**: Submit payment or apply for a fee waiver if eligible.

**4. Financial Aid & Scholarships**

* **Complete the FAFSA**: File the Free Application for Federal Student Aid (FAFSA) as early as possible for the academic year you’re transferring into.
* **Apply for transfer-specific scholarships**: Look for scholarships offered specifically for transfer students at your chosen four-year colleges. Some colleges may offer admissions-based scholarships without a formal application.
* **Review your financial aid package**: Once accepted, carefully review the financial aid offers from each school to determine affordability.

**5. Campus Visits & Housing**

* **Schedule campus tours/open house**: Visit the campuses of your prospective transfer schools to get a feel for the environment.
* **Meet with a transfer advisor**: Speak with an advisor at the four-year school to review your credits and determine what will transfer.
* **Look into housing options**: Research on-campus or off-campus housing and apply for housing if necessary.

**6. Enrollment Process**

* **Accept admission offer**: Once accepted, choose your four-year school and officially accept their offer.
* **Submit a final transcript**: Send an updated transcript to the four-year school after completing your last semester at SCCC.
* **Register for orientation**: Attend any required transfer orientation sessions or information sessions for new students.
* **Meet with an academic advisor at the four-year school**: Review your transfer credits, discuss your academic plan, and register for classes.
* **Plan your course load**: Select courses for your first semester, making sure to include prerequisites or major-specific courses.