

Step By Step

Checklist for Transfer Students

If you plan to transfer to a four-year institution after LCC...

- () Check the general admissions requirements for the college or university you plan to attend. Look for such specific requirements as foreign languages, math courses, testing, and GPA.
- () Be sure to investigate the possibility of special admissions requirements in your major (e.g., Business, Engineering, Education, etc.).
- () Make formal application to the school you will transfer to—is there an application fee? What are the deadline dates?
- () Complete a financial aid application and be aware of its deadlines.
- () Apply for college housing early.
- () If possible, arrange to visit the campus to which you will transfer. This will give you a chance to look at the facilities and visit with an advisor in your major area. To gain the most from such a meeting, you should take a transcript of your grades and an LCC catalog.
- () In the event that the college you plan to attend is too far away to visit, it might be helpful to correspond with an advisor in your major to be sure that your program at LCC is appropriate for transfer. Such a procedure could prevent costly misunderstandings and eliminate the need to attend extra quarters to finish degree requirements.
- () Contact the LCC Registration Office to have your transcript sent to the college or university to which you are applying.
- () **REMEMBER: YOU MUST REQUEST TO HAVE YOUR LAST QUARTERS'S TRANSCRIPT SENT FROM LCC TO THE COLLEGE OF YOUR CHOICE.** If you fail to do this, your last two quarters at LCC will not be on file at your transfer institution. The transfer degree you have been awarded will be recorded on your final transcript.

If you plan to qualify for a transfer degree:

- () Have your transcript evaluated at least two quarters prior to graduation.
- () Pick up a degree application form from the Registration Office.
- () Fill out the application.
- () Turn in the completed form to the Registration Office.