



## Transfer Planning Checklist & Worksheet

When you are planning to transfer and pursue an advanced degree, it is important for you to know:

- You can create your successful transfer using the steps outlined below.
- Student Services area staff can assist with your decision-making and planning process.

During the planning process, it is advisable to meet multiple times to complete the following checklist:

### STEP 1: Start the Process

- Contact the Career and Transfer Resource Center
  - Make an appointment with a staff member in the resource center.
  - Discuss degree options.

### STEP 2: Choosing Transfer Schools

- Select a career and major:
  - Use Career and Transfer Resource Center website to learn about Walk-In hours and set up time for an appointment at <https://www.dctc.edu/career-services>. Also, set up a self-assessment session with an office professional to begin your exploration if you are unsure of a major.
  - Introductory courses are another way to explore possible areas of interest.
- Explore Colleges:
  - Visit DCTC Transfer Fairs and talk with representatives of colleges. See Career and Transfer Resource Center for information and to learn about campus admissions events of various institutions.
  - Utilize web resources for choosing colleges such as [www.minnstate.edu](http://www.minnstate.edu), [www.collegetransfer.net](http://www.collegetransfer.net), [www.Petersons.com](http://www.Petersons.com), or [www.colleges.com](http://www.colleges.com)
- Visit each college as a way to explore and research schools:
  - Take a tour of the campus meet with an Admissions representative and/or department representative, and request permission to sit in on classes.
  - Talk with students on campus and follow their social media accounts to learn more about the campus.
- Prioritize schools: (See reverse side to complete worksheet)
  - First choice \_\_\_\_\_
  - Second choice \_\_\_\_\_
  - Third choice \_\_\_\_\_
- Talk with an Academic and Financial Aid Advisor about transferring:
  - Make an appointment with an Advisor – the Career and Transfer Resource Center can refer you.
  - Advisors can assist you in outlining how courses can become part of your next degree.

### STEP 3: Apply to Schools

- Apply to your chosen institutions:
  - Apply online through the college’s website. Do this early in the semester before you plan to enroll at the transfer school. Complete all steps on the application.
  - One of the steps may be to have an official transcript sent from DCTC to “XYZ” University. To do this, go to <https://www.dctc.edu/academics/transfer-from-dctc/request-a-transcript/>
- Receive admission notification from schools

# Transfer College Worksheet

<b>School Information</b>	<b>Name of School</b>			
	<b>Major of Interest</b>			
	<b>Prioritize your Interest</b>			
	<b>Student Body Size</b>			
<b>Transfer Friendly</b>	<b>How many of my credits will transfer?</b>			
	<b>Are there specific programs for transfer students?</b>			
<b>Admissions</b>	<b>Admission Deadline</b>			
	<b>Minimum GPA (Transfer GPA)</b>			
	<b>SAT/ ACT/MCA</b>			
	<b>Application Requirements (Interview, Essay, etc.)</b>			
	<b>Admission Contact (Phone/Email)</b>			
<b>Funding College</b>	<b>Funding College (Financial Aid Deadline, Scholarship)</b>			
	<b>Tuition Rates (Including fees)</b>			