



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, www.collegetransfer.net, www.Petersons.com, or 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

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