



## Transfer Planning Checklist & Worksheet

When you are planning to transfer and pursue an advanced degree, you can create a successful transfer using the steps outlined below.

During the planning process, it is advisable to *meet with staff multiple times* to complete the following checklist.

### STEP 1: Start the Process

- ☐ Research online. Focus on schools that have your intended major. Consider ... location, cost, living expenses, etc.
- ☐ Talk to experts, including advisors and counselors, faculty in your intended major, and transfer admissions counselors at universities you are interested in.
- ☐ Set up a session with Aria Kronebusch to begin your major & career exploration if you are unsure of your path.

### STEP 2: Connect with the Career & Transfer Resource Center

- ☐ Contact the Career and Transfer Resource Center
  - Make an appointment with Kirstin Nelson ([kirstin.nelson@dctc.edu](mailto:kirstin.nelson@dctc.edu)) in the resource center to discuss degree options and look into courses at DCTC with a high chance of transferability.

### STEP 3: Choosing Transfer Schools

- ☐ Select a Major
  - Connect with the Career and Transfer Resource Center if you are still unsure.
- ☐ Explore Colleges
  - Check the DCTC Events Calendar
    - DCTC Transfer Fair. This event occurs twice a semester, once in Fall term and once in Spring term.
    - Tuesdays through Thursdays from 10 am – 1pm admissions representatives from local universities are on campus in the commons to talk about transfer opportunities.
  - Visit Career & Transfer Resource Center: See posters for transfer student opportunities at other campuses.
  - Utilize web resources for choosing colleges such as [www.transferology.com](http://www.transferology.com), [www.minnstate.edu](http://www.minnstate.edu), and [www.collegetransfer.net](http://www.collegetransfer.net).
- ☐ Visit Colleges
  - 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.
  - Bring an unofficial copy of your transcript with you to see how your courses will transfer.
- ☐ Prioritize Schools (See reverse side to complete worksheet)

### STEP 4: Apply to Schools

- ☐ Apply to 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.
  - Send your official DCTC transcript to your new institution through the National Student Clearinghouse.
- ☐ Apply for Financial Aid & Scholarships
  - Complete the Federal Application for Student Aid (FAFSA) form at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- ☐ Apply for Housing (if needed)
  - Apply Early! Most four-year colleges and universities can help with on-campus and off-campus housing.

# Transfer College Worksheet

School Information	Name of School			
	Major / Minor 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)			