TIPS-2-TRANSFER for Community College or 2-Year College Students

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Transfer Terms

Articulation/Transfer Agreements
A formal agreement between institutions (usually between community colleges/2-year colleges and 4-year institutions) that maps out transfer of credits from a 2-year to a 4-year degree program.

Credit Evaluation
A Credit Evaluation is an assessment of a student's transfer credit, generally performed at the time of admission. A student's previous college credits are evaluated to determine if the transfer college has equivalent courses and can then offer transfer credit.

Residency (relating to transfer)
The number of courses, credits or percentage of a program a student must complete at an institution to graduate from that institution.

Transfer Credits
Also known as Credit Transfer and Advanced Standing, these are terms used by colleges and universities for the procedure of granting credit to a student for educational experience or courses completed at another institution.

Transfer Checklist

1. Identify the academic major you hope to pursue
2. Research colleges and universities
3. Visit the campus (take a tour); or, if not possible, visit virtually on the web or use social media
4. Schedule an appointment with admissions and/or the academic department that interests you
   - Transferability of credits
   - College cost
   - Financial aid (learn about availability of grants, scholarships and loans, as well as application requirements and deadlines)
5. Gather and prepare application and supporting documents such as:
   - High School transcripts (if required) and, if also requested, SAT or ACT, and AP scores
   - College transcripts from current college (if attending) and all other colleges previously attended
   - Military transcripts, DD214 Service Discharge documents and Kicker Contract, if applicable
   - Educational gap statement/essay (if you have taken time off from school, you may be asked to write an essay outlining what you have been doing during that time)
   - Letter(s) of recommendation
6. For international students:
   - Documentation of English proficiency
   - Immigration and Visa documents
7. Apply for financial aid
   - Submit your FAFSA
   - Apply for any scholarships, grants, other aid
   - Apply for veterans benefits
8. Once you've been admitted…
   - Review your Transfer Credit Evaluation
   - Meet with an advisor or transfer counselor to register for courses and complete enrollment
   - Pay deposit by deadline
   - Decide on housing (if needed)
   - Attend orientation session
   - Submit health and immunization records
   - Submit final college transcripts
Are you interested in pursuing a bachelor’s degree following completion of your associate degree? Or, perhaps you wish to make a change and continue your studies in a different area or major. Read on.

Q&A
Transfer Answers for Students Transferring from a 2-Year to a 4-Year College or University

1. How do I identify my career interests?
   - Ask yourself: Where do I want to end up, and how do I get there? Think about your interests and your skills, and how they can lead to different career paths. Visit “Explore Careers” at GoCollegeNY.org for online tools to match your interests with a career. Research academic majors by visiting a career counselor at your current college to help you explore your options.

2. How do I research transfer colleges?
   - Think about what is important to you: majors offered, GPA requirements, geographic location, size, cost, selectivity, athletics, housing, religious affiliation, and setting (urban, suburban, or rural). Search for colleges that meet your preferences. There are many online college search websites such as GoCollegeNY.org that can help.
   - Be sure to take a look at course equivalencies, often found on an institution’s website, to determine how your current college credits can transfer.

3. What steps can I take to help me make my final college choices?
   - Meet with a Transfer Counselor at your current college/university.
   - Visit campuses! You want to get a feel for the personality of a college to determine if it is a good fit for you.
   - Always meet with an admissions representative at the university or college you are interested in attending. During the visit, inquire about potential scholarships, housing, financial aid, and other important concerns.
4. What courses should I be taking now and how will I know what credits will transfer?
- Concentrate on the pre-requisites you’ll need to be admitted into your chosen major. Note that many colleges/universities have very specific criteria for the transfer of major courses.
- Review Course Equivalencies often found on the 4-year institution’s website.

5. How do I begin the application process?
- Check the college’s website for application procedures.
- Some academic programs (e.g., nursing, teacher education, social work) require a separate application in addition to the general application.
- Many colleges/universities prefer that you apply online. College applications are often found on the college’s Admissions page in a link such as ‘Apply Now.’
- Always pay attention to the deadlines!

6. Which transcripts do I need to send?
- Request your official transcripts from your current college and ALL other colleges attended, and from your high school, if required by the college.
- Keep track of who you submitted the transcript request to, when the request was made, and the mailing address you indicated on the request.

Helpful Websites
- nycolleges.org
- GoCollegeNY.org
- studentaid.ed.gov
- hesc.ny.gov
- college.transfer.net
7. How do I apply for financial aid?
- Contact each college’s financial aid office to ensure you complete all paperwork required to be considered for all types of financial aid.
- Visit studentaid.ed.gov to learn about federal money for higher education. Visit hesc.ny.gov for information about New York State aid programs.
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov. Do not wait to be accepted before applying for financial aid!
- Include all colleges/universities you are considering on your FAFSA. Additional colleges can be added to your FAFSA at a later date.
- If you are a New York State resident applying to a college in New York State, apply for TAP through the FAFSA or online at: tap.hesc.ny.gov
- Watch the deadlines for submission of all financial aid applications.

8. How do I check the status of my application?
- Call the college/university or go online to check the status of your application.
- Keep in contact with the Admissions staff at the colleges/universities to which you are applying throughout the process. Be sure your contact information (telephone number, email address, and mailing address) is current.

Questions to Ask Your Transfer Counselor
Check with the Transfer Counselor at the college or university to which you are applying to be sure that you meet all admission requirements and deadlines. Ask:
- What courses and credits will be accepted for transfer credit and what are their course equivalencies?
- How will the transferred courses and requirements enable me to earn the degree I am seeking?
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  ■ Apply for veterans benefits

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