

TRANSFER TIMELINE AND CHECKLIST



SEMESTER 1 or 0-15 credit hours

- Think about your interests, values strengths, and career goals.
- If you are undecided in a major or career path, make an appointment with your local **Career Development office** to take an assessment to match your interests, skills, and values with a satisfying career.
- Explore the web and other resources for information related to the careers you are considering. Websites such as www.bls.gov/ooh are a great place to start. Career Development can assist in this process as well through individual appointments and workshops!
- Become familiar with the **Statewide Transfer General Education Core (STGEC)**. The STGEC is built into every transfer degree at Ivy Tech and is designed to transfer as a block to fulfill general education requirements at any public, four-year Indiana college. It can also be completed as a Technical Certificate.
- Start researching colleges that you may be interested in. To get a head start, attend a Transfer Fair and/or meet the **Transfer Advocate on your campus.**

 **Remember, most colleges require grades of at least a C or better for courses to transfer!**

SEMESTER 2 or 16-30 credit hours

Complete items from Semester 1

- Explore possible four-year schools that offer the major that you want to pursue. In addition to offering the degree you want, the four-year school should be a good fit for you. Consider cost, location (are you willing/able to move?), & size of campus and average class size.
- Develop a short list of 3 to 4 schools that match your goals, priorities, and academic record.
- Become familiar with the courses necessary to obtain your four-year degree at the schools on your list of potential transfer schools. Be sure to explore the the various **partnerships that Ivy Tech has with four-year colleges** around the state (and nation!), including **Transfer as a Junior** programs.
- Attend a Transfer Fair on campus to learn about transfer opportunities at several colleges and universities. This is a good opportunity to make contacts and explore all of your options at once!**

SEMESTER 3 or 31-45 credit hours

Complete items from Semesters 1 and 2

- Try to have your list of transfer options limited to 1-2 schools. Share this list with your Advisor!
- Become familiar with the application requirements and deadlines of the four-year school(s) in which you are applying. Some questions to ask yourself:
 - When do applications need to be turned in?
 - When must all transcripts be submitted?
 - When must letters of recommendation and/or personal essays (if required) be submitted?
 - When must financial aid forms be filed?
 - If living on campus, when must applications for on-campus housing be filed?
- Meet with a representative from your potential transfer school(s) to perform a transcript evaluation, talk about program and admissions requirements. Be sure to bring a list of questions to ask!
- Meet with your Academic Advisor regularly to ensure that you are on-track for graduation and transfer.



Many colleges offer transfer student scholarships! Make sure to maintain the GPA requirements for these transfer scholarships!

SEMESTER 4 or 46-60 credit hours

Complete items from Semesters 1, 2, and 3

- Apply for **Ivy Tech graduation**
- Submit applications for admissions including any transcripts, letters of recommendation, personal essays, and on-campus housing applications.
- Apply for transfer scholarships and the FAFSA using your transfer school's FAFSA code.
- Become familiar with the courses necessary to obtain your four-year degree at the schools on your list of potential transfer schools.
- Contact the four-year institution two or three weeks after you submit your application to determine if your file is complete.
- Take advantage of orientation programs and other opportunities for transfer students at your new school. Meeting other transfer students and getting acquainted with campus life will help ease the transition!