### TRANSFER TIMELINE AND CHECKLIST

#### SEMESTER 1  
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](http://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.

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

#### SEMESTER 2  
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 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!
Many colleges offer transfer student scholarships! Make sure to maintain the GPA requirements for these transfer scholarships!

Semester 3  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.

Semester 4  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!