1. Meet with your CSI Student Success or Major Faculty Advisor
   - Student Success and Major Faculty Advisors can assist you with transfer planning and referral
   - If you are a Liberal Arts major, contact Enrollment Services for assistance

2. Identify schools where you may want to transfer
   - Research the four-year schools that you may wish to attend. The earlier you can start this process the better because each school will have different requirements.
   - Talk to college representatives that visit CSI
   - Visit campuses that you are considering

3. Choose your transfer school
   - Select your school for transfer from your previous research/exploration
   - Identify important deadlines (application, financial aid and scholarships, etc.)
     - It is highly recommended to start this checklist upon completion of 30 total college credits, to meet transfer scholarship/admission/financial aid deadline requirements.
   - Review the application process and begin to prepare towards transfer
     - Get assistance from through Career Services on letters of intent, resume, admissions interviews, etc.

4. Apply for graduation for your CSI degree
   - Students should apply for graduation after registering for their final semester courses
     - Application for graduation is found in MyCSI
   - Participate in CSI’s commencement – optional

5. Apply to your intended transfer school
   - Identify important application and fee deadlines. Some colleges and universities set early priority application deadlines
     - Be aware that some programs of study may have separate admissions processes

6. Send official transcripts
   - Transcripts may need to be submitted with your application & after your CSI grades are posted for your final semester.
   - Transcripts can be ordered from the National Student Clearinghouse

7. Apply for financial aid and scholarships
   - Be sure to check the deadlines for financial aid and scholarships at your transfer institution. These deadlines are often set ahead of application deadlines.

8. Academic Advising
   - Meet with an academic advisor in your intended field of study or a transfer counselor at your new institution.

9. Housing
   - If applicable, review housing options and secure accommodations

10. Parking
    - Many colleges and universities have parking enforcement policies.
      - Check if you are required to purchase a parking permit.