

TRANSFER CHECKLIST

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.