

Transfer Checklist & Planning Timeline

Early planning saves time, money and is crucial for a successful transfer. The following checklist and timeline will ensure a smooth transition!

15 OR LESS CREDIT HOURS COMPLETED

If you are unsure of your career path, visit with Career Services. ▶ nicc.edu/careerservices

Make an appointment with your advisor to:

- Ensure your program of study aligns with your educational goals, career path and transfer major.
- Understand course requirements in your program of study.
- Discuss transfer plans and length of time it will take to complete your degree.

Identify colleges you are interested in transferring to. Take into consideration:

- Location, size, cost and atmosphere.
- Confirm they offer your major and consider the strength of their academic program.
- Internship opportunities and graduate outcomes, placement rate, etc.

16-44 CREDIT HOURS COMPLETED

Research and visit transfer institutions.

- Explore websites and meet with college representatives to learn more.
- Visit with college representatives visiting campus throughout the year.
- Visit transfer institutions that meet your educational goals and interests. This helps you understand if the transfer college “feels” right for you.

Check credit transferability.

- Check online or with your advisor if articulation agreements or transfer plans are in place with your transfer college.
▶ nicc.edu/transfer
- Contact the admissions office of your transfer college if no articulation agreement is listed. This will ensure you choose the correct major and meet course requirements.

Research transfer scholarships and consider joining Phi Theta Kappa (PTK).

- PTK is the official academic honor society for two-year colleges. You are eligible to join PTK if you have earned 12 college credits and have a cumulative GPA of 3.5. Many transfer colleges offer great scholarships to PTK members!

45+ CREDITS COMPLETED

Choose where you want to transfer.

- Meet with an advisor or faculty at the transfer institution to learn about the major, transfer requirements and deadlines.
- Research financial aid and housing (on- or off-campus).

Complete the admission process:

- Be aware of application deadlines.
- Apply for admission to the transfer college *(It's okay to apply for admission at more than one college if you are still weighing your options)*
- Submit your graduation application. ▶ nicc.edu/graduation
- Request your official transcripts be sent to your transfer institution. ▶ nicc.edu/transcript
- Send transcripts from any colleges you attended previously and from your high school if required by your transfer college.

Complete your Free Application for Federal Student Aid (FAFSA) and have results sent to your transfer institution. ▶ nicc.edu/fafsa