

Transfer Application Checklist

- **How to find transfer information on the College or University webpage?**
 - Go to the 4-Year school's admission webpage. When you are searching for the Admission Transfer Webpage, check for keywords such as Transfer Applicants, Transfer Student, Transfer Student Center, or Transfer Admission.
- **Preparing for the Application Process**
 - Check to see if the webpage lists steps for the Transfer Application Process.
 - You may notice that the school has its own application or that it accepts a universal application like the Coalition or Common Application.
 - Is there a certain amount of credits needed to be considered a transfer student?
 - **Deadlines Matter! Know when to apply.**
 - Find the school's application deadlines. Are you considering transferring in the Fall or Spring semester? When is the Fall application deadline? When is the Spring application deadline?
 - Does the school have a preferred, early action, or priority date? Does the school have a regular deadline date? Is there rolling admission?
 - **Application Fees. Find out how much it costs to apply.**
 - **Do you need to submit an essay?** The school may include an essay prompt on how to structure your response.
 - **Sending your Official Transcripts**
 - Have official transcripts sent from every college or university you have attended.
 - You can request your FCC Official Transcript to be sent electronically through Parchment using the link below: <https://www.frederick.edu/current-students/transcript-services.aspx>
 - **NOTE!** Remember to send your official transcripts after your final grades are posted.
 - Check the school's website to determine where to send official transcripts.
 - Do you need to send official high school transcripts
- **Special Documentation**
 - Do you need to send official standardized test scores such as SAT/ACT?
 - Are there specific requirements needed for the major you are choosing? Does your major require a portfolio? Is there a specific course or GPA needed to be accepted to the program?
 - Are Letters of Recommendation required for the application?
- **Questions?**
 - If you have questions about the admissions or the application process, contact the 4-Year College or University's Admission Office.