

Transfer Student Checklist

Thinking about transferring:

- Meet with Transfer Advisor from MMCC to ask about available articulation agreements, 2+2/3+1 programs, and transfer guides.
- Read the website and/or catalog of the schools you are considering transferring to and compare and contrast them. Confirm they offer your desired *program of study* and explore transfer *procedures and deadlines*. Be sure to consider tuition rates and fees in your decision.
- Decide on a school to transfer to, (it may be helpful to have a second choice, just in case).
- Contact the admissions office or advisor of the school you've chosen (email, campus visit, etc.) and ask for the following information:
 1. Application deadlines
 2. Available scholarships and deadlines
 3. Course transferability/unofficial evaluation
 4. Program information (prerequisites, selective admissions, course sequencing, etc.)
 5. Suggestions for additional courses to take at community college
 6. Housing availability
 7. Campus tour availability
- Become familiar with the school you plan on attending by scheduling a campus visit, attending special transfer days, and/or taking a virtual tour.

Starting transfer process:

- Continue meeting often with your MMCC Transfer Advisor and your chosen school's representatives.
- Create a timeline for completing the following steps:
 1. Submitting an application to the school you'd like to attend.
 2. Request official transcripts from each of your previously attended schools and other required documents (ex. AP, CLEP scores) be sent to your chosen school.
 3. Submitting scholarship application, if available.
- Discuss the Michigan Transfer Agreement (MTA) or MACRAO Transfer Agreement completion, graduation, reverse transfer options with your MMCC Transfer Advisor.
- Apply for financial aid, indicating the school you will be attending on your FAFSA.
 1. For mid-year transfers with an existing FAFSA, amend your FAFSA online by adding your chosen school's code.
 2. For fall term transfers, complete and submit the FAFSA application as soon as possible (check your chosen school's deadlines for specifics).
 3. Notify MMCC of your transfer plans so future financial aid can be established at your new school.
- Follow-up with the school you're working toward to ensure they received all documents.

Transferring:

- Review acceptance notification from your future school and confirm acceptance. Place deposit if needed.
- Request official transcript from MMCC showing your last semester's grades be sent to your new school and...
- Review how your credits have transferred in for any questions or concerns you may have.
- Follow the admitted student checklist for the school you will be attending and request information about the following: orientation, advising, student ID, email, placement testing, housing, etc.
- Activate your email at your new school and check it often for last minute requests.
- Inquire about additional student support services such as veteran, international, disability, etc.
- Register and attend courses.