College Transfer Guidelines

- Identify colleges that meet your transfer needs. Consider college majors, location, accreditation, school size, admissions requirements, tuition, financial aid, scholarships, honors programs, housing, sports and student life.

- If possible, visit the colleges you are considering. College admissions web pages will advise you how to attend an open house, arrange a campus tour and/or speak to an admissions counselor.

- Complete the college applications (found on the admissions link) with payment before the deadline for _transfer students_. Applying well before the deadline allows for better course and housing selection. Deadlines vary by college but are usually between January1st - April 1st for the fall and August 1st - October 1st for the spring. Some college program's (Nursing, Engineering, Business, etc.) deadlines differ from the main college. Always check the college web site for correct dates.

  Note: **If you are applying for Financial Aid (FA), the FA deadline may be <u>before</u> the application deadline.** Many FA deadlines are March 1st or before. You must complete your FAFSA (see below) in January or early February, even if it is an estimate, in order for it to arrive at the transfer college by March 1st. If you are applying for aid, you should complete your college application _and_ required FA forms before the FA deadline.

- Read the college application instructions carefully and provide all materials requested on time. These may include an application essay, faculty recommendations, SAT or ACT scores, a separate housing application, high school transcripts and always, college transcripts. If you are using the <u>Common Application</u>, use the Help Center link to ensure that your application is done correctly. Use the admissions web site or call the college to confirm that your materials have arrived and always call the college admissions office if you have any application questions.

- Colleges will require that high school and college transcripts be sent directly to the transfer college as part of the application process. You must sent transcripts from all colleges ever attended (this will be researched by social security number). You will/may be denied acceptance if you fail to supply all college transcripts. Once accepted and confirmed, you will need to send a final copy of your transcript at the end of the current semester.

- If the college requires an application essay, utilize resources to help you with the writing process. Use books in the CDCC, your public library and online advice on www.collegeboard.org and other college search web sites. In addition, ask a faculty member or advisor to review your essay.

- If applying for Financial Aid, complete the Free Application for Federal Student Aid (FAFSA) online at: **www.fafsa.ed.gov** by the college's published deadline. The college or FAFSA may request verification information from you via email. Your FAFSA application will not be processed without this information. It is important that you check your email on a regular basis to make sure your FAFSA and college FA files are complete. Also, there may be additional FA forms (other than FAFSA) required by a transfer college. Check the FA web site of each college for this information.

- Apply for scholarships: local, national or college specific. Look on the transfer college web sites for links. Use the listing or books found in the Middlesex CDCC and Financial Aid offices as well as this link on the MxCC web site http://mxcc.edu/financial-aid/scholarships/. Use your public library and these and other web sites: http://www.ctohe.org/edinfo/ and www.finaid.org.

- Colleges may use email to contact you about your application, financial aid, your acceptance and registration steps. Check it often for instructions. In addition, many colleges will require that you set up a college specific email. If so, you _must_ use that email for all college communication.

- Once accepted, participate in your college's orientation program.

Use the checklist on the back of this page to chart your progress.

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