TRANSFER STUDENT CHECKLIST

Application

Complete the application:
This may include writing an essay. Make sure you complete all the parts of the application that pertain to you as a transfer student. Include with your application a list of courses in progress for the current semester. Pay very close attention to deadline at each institution.
Date Sent: ______________________

Include the application fee:
This may range from $25-75. Most colleges/universities will not process your application without this fee.
Date Sent: ______________________

Request FMCC Transcripts:
You need to complete a Transfer Request Form: for each college at the FMCC Registrar’s Office, located in the Administration Building. There is a $5 fee per transcript. FMCC mails your official transcript directly to the four year college.
Date Requested: _________________

Request other college transcripts:
If you attended another institution before FMCC you will need to request official transcripts directly from that institution.
Date Requested: _________________

High School Transcripts:
Some colleges/universities will request your high school transcript or GED even though you have completed a degree at FMCC. To request a copy of you high school transcript, contact your high school guidance office and ask them to send the transcript directly to the college/university. To request an official copy of your GED contact the office stipulated on your certificate.
Date Requested: _________________

Letters of Recommendation:
Many colleges/universities will ask for at least one letter of recommendation from a faculty member. It is useful to choose a faculty member that you have taken a recent class form and that knows your academic ability and potential. You should also make this request of the faculty well in advance so they have time to write a well thought out letter. This letter should go directly from the faculty to the admissions office (s) at the colleges/universities you are applying for admission. Helpful hint: provide the faculty with stamped envelopes addressed to the Admissions Office at the colleges.
Date Requested: _________________

Interview:
Some colleges/universities may require an interview. To set up a time, contact the admission office at each institution and ask for a tour and interview. If you would like to speak with someone from financial aid, the admissions office can also arrange that. Other individuals you may want to meet while you are on campus include: faculty, coach, and a current student who transferred to that institution. The admissions office may set these appointments up for you at your request. If an interview is not required, you may still want to set up a time to visit campus and meet these people.
Date of Visit: ____________________
Note: SUNY Colleges/Universities:
If you are a New York State resident and a graduate with an AA or AS from a SUNY community college, you can apply to four SUNY colleges/universities without the application fee of $40 per college. If you are planning to apply to more than four, you will be assessed a $40 application fee per college.

To apply to a college/university under the SUNY system you need to complete the SUNY application online at http://www.suny.edu/student. Each college/university that you list on the application will contact you and let you know what additional application information they require (i.e. letters of recommendation, essay, etc.)
Date SUNY Application Sent: _______________________
Date Supplemental Application Material Sent: ________________

SUNY Guarantee:
The SUNY Transfer Guarantee is an opportunity to study full time at a four year SUNY college for NYS residents who have graduated with an associate’s degree. See the SUNY application for current guidelines.

Financial Aid

Forms Include:

Free Application for Federal Student Aid (FAFSA):
All colleges will need this form to process federal money. Forms can be obtained through all college financial aid offices and guidance offices.
Date Sent: ________________

Tuition Assistance Program (TAP):
To apply for state financial aid, you must complete this form. This money is available to students attending New York State colleges/universities only.
Date Sent: ________________

Profile Form:
Some private colleges/universities will require students to submit this form to apply for institutional grant awards. To obtain this form, contact the college/university for an application for the Profile Form. There is a cost associated with this form.
Date Sent: ________________

Institutional Financial Aid Form:
Some colleges have their own institutional financial aid form that they require students to file. These forms can be obtained by contacting the financial aid office at the college/university you are applying for admission
Date Sent: ________________

Each institution will have their own Financial Aid application requirements. You can learn what is required by contacting the individual financial aid offices or looking in the college catalog.

*Adapted from Finger Lakes Community College