

# TRANSFER CHECKLIST IN 15 STEPS

## DECISIONS FOR FIRST-YEAR TRANSFER STUDENTS AT RCC

Step 1. My curriculum at Rappahannock is

\_\_\_\_\_

My faculty advisor is

\_\_\_\_\_

Step 2. My college major when I transfer will be \_\_\_\_\_

I am also considering \_\_\_\_\_

Step 3. Prospective college (s) that offer degrees in my major are:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

Step 4. The college I prefer to transfer to is: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

A) Transfer information available?  YES  NO \_\_\_\_\_

B) Deadline for applying is \_\_\_\_\_

C) Expected date of notification of acceptance \_\_\_\_\_

D) Annual tuition and fees are \$ \_\_\_\_\_

My second choice of colleges is

\_\_\_\_\_

Step 5.  I plan to commute,  live on campus, or  live off campus near the college.

Step 6. I have the following materials and arrangements from my college or university:

\_\_\_\_ College catalog received and reviewed

\_\_\_\_ Application filled out and returned

\_\_\_\_ Transfer phone contact established or \_\_\_\_ appointment with my university advisor

\_\_\_\_ A checklist or program of specific courses required for my degree with RCC  
courses approved for transfer (written and signed)

\_\_\_\_ Appointment with the transfer institution Admissions or Transfer Counselor

\_\_\_\_ Information on Financial Aid available (application, deadline)

\_\_\_\_ Visit to the campus for transfer student orientation, housing, and financial aid  
information.

\_\_\_\_ Visit the college or university web site

Step 7. I have worked with my faculty advisor at Rappahannock Community College on --

A) My RCC program and registration plan YES \_\_\_\_ NO \_\_\_\_

B) Transferability of courses I am taking at RCC YES \_\_\_\_ NO \_\_\_\_

C) Appropriate courses to use as electives in my program YES \_\_\_\_ NO \_\_\_\_

D) Advisability of completing associate degree before transfer YES \_\_\_\_ NO \_\_\_\_

**DECISIONS FOR SECOND-YEAR TRANSFER STUDENTS AT RCC**

Step 8. I have completed Steps 1 - 7: YES\_\_\_\_ NO\_\_\_\_

Step 9. I have mailed my application for admission to the college(s) of my choice.  
YES\_\_\_\_ NO\_\_\_\_

Step 10. I have sent other admission materials as needed:

- \_\_\_\_ Application Fee
- \_\_\_\_ RCC Official Transcripts - to include the most recent semester grades (request in writing from the Admissions Office)
- \_\_\_\_ High School Transcript, if necessary (request from your high school)
- \_\_\_\_ College Board Scores, if necessary\*
- \_\_\_\_ Letters of recommendation from college personnel if needed
- \_\_\_\_ Campus housing forms, if applicable
- \_\_\_\_ Financial Aid application forms

**Deadline**\_\_\_\_\_ **Date mailed**\_\_\_\_\_

Step 11. I have visited the campus , talked with advisor in my major department , and talked with former RCC students who transferred to this college .

Step 12. If I have not heard from the college by early spring, I have called (or written) the Admissions Office to check on the status of my application form. YES  NO

Step 13. If denied admission by the colleges of my choice, I have sought the help of my faculty advisor to explore alternatives. YES  NO

Step 14. If RCC courses did not transfer as I expected they would, I have discussed this with my faculty advisor at RCC for verification and possible action. YES  NO

Step 15. I have been admitted to a four-year college or university and I am ready to transfer.  
YES  NO

**(Please notify your faculty advisor as soon as transfer admission is definite.)**