



# Transfer Preparation

- [Research universities](#) and identify the one(s) that you want to apply to.

Points to consider:

- ★ Location of university
- ★ Cost of tuition, fees, and room/board (if applicable)
- ★ Program majors offered
- ★ Size of university
- ★ Transfer scholarships/financial award package
- ★ Transfer admission requirements (e.g. minimum GPA)
- ★ Acceptance of transfer coursework
- ★ Flexibility of course offerings (online, evening, 8-week, etc.)

- Meet with your [academic advisor](#) to review progress toward degree/transfer completion.
  - Tasks to complete with your advisor: build and lock your [Individual Success Plan \(ISP\)](#)

- Connect with a university admissions representative to gather information and ask questions about degree programs, admissions criteria, transfer credits, campus resources.

Note: Check with your advisor regarding Transfer University Office Hours at NLC!

- Identify which courses will transfer and apply to the university degree.
  - View the Alamo Colleges [Transfer Guides](#)

Note: Many universities have [equivalency](#) tools and credit calculators on their websites.

- Visit the university campus, by attending a preview day or transfer student preview day, if possible. Check [Alamo Experience](#) for university events & fairs at Northeast Lakeview College.
- Connect with your [academic advisor](#) to review graduation requirements/transfer completion.
- Apply for graduation, if applicable. Visit the Graduation website to complete the online [Graduation Application](#).

# Transfer Application Checklist

- Apply for admission into the university. Refer to the university website for the preferred application, e.g. [Apply Texas](#), [Common App](#), or university application.

*Be mindful of application deadlines*

Note: Application deadlines are often 5-9 months in advance of the semester that you wish to apply. General university application deadlines for Fall semester are often around January-March. Special program deadlines may be as early as October-November of the year prior. Also note, scholarships are often awarded in January-February, which is another good reason to apply early. University credentials are often needed to log into scholarship portals.

- Pay the application fee\*. *\*Fees vary by institution.* Keep in mind, your application is not complete until the application fee is paid.

Note: Once your application is received, you will usually be provided a university ID/password. You may need to log into the university student portal in order to check your application status.

- Request your transcripts to be sent to the university(ies). To request a transcript, log onto [ACES](#). Select *Web Services* → *Student* → *Student Records* → *Request Official Transcript*.

Note: Remember, if you are currently enrolled in classes, a **final transcript** must also be submitted, posted with your final grades/degree. Final summer grades do not reflect on official transcript until August at the end of all summer sessions.

- Update or complete the [FAFSA](#) application, for the school year in which you will be transferring and have your information sent to each university(ies). Even if you do not qualify for financial aid, many scholarships will require that your FAFSA information is on file with the university.

Note: 2024-2025 FAFSA Application does not open until December 2023

- Submit other materials, such as: [personal statement](#), [essay](#), [writing sample](#), [letters of recommendation](#), [résumé](#), if needed.
- Check your admissions status, usually through the university student portal.

## Once Admitted:

- Submit required test scores to the university, if needed. (TSI, TEAS, ACT, SAT, CLEP etc.)

Note: You may be exempt if already have an Associate's Degree. Check with your university admissions representative to confirm.

- Submit proof of [Meningococcal Bacterial Meningitis](#) (if under 22 years-old).

Note: Obtain from your healthcare provider, state or local health authority.

- Sign-up for a transfer orientation at the university.
- Schedule an appointment with your university assigned academic advisor to plan your new course schedule.