

Transfer Checklist

1. Plan ahead

When? Within first 30 credits/ first 2 quarters

- When you begin your education at Peninsula College, research what **majors** fit your educational and career goals. A **major** is an area of specialization in a Bachelor's (four-year) degree.
- Find colleges that have the major you are interested in. Also consider other criteria that are important to you such as cost, lifestyle, location, and internship opportunities.
- Investigate the **prerequisite classes** to the major you want. These are the classes that you should plan to take at Peninsula College to be prepared for transfer.
- Find out if your major requires a separate application.
- Create **educational plan** for your PC degree which includes the required courses for your transfer major (*these may be different at different colleges). An educational plan maps out what classes you will take each quarter at Peninsula College. PC advisors are available to assist you in the prerequisite research and to help you develop a plan.
 - This is critical and should be done as soon as possible.
 - Contact potential transfer programs to address any prerequisite questions you may have.

2. Choose your colleges

When? Within first 45 credits/first years

- Narrow the number of potential transfer schools.
- Research their application process and application deadline.
- Research their financial aid and scholarship deadlines.
- Contact university transfer advisors *and* advisors of the major you are interested in if you have any questions regarding the admission process.
- Create a timeline that provides for the necessary amount of time to develop a complete application and meet deadlines.

3. Apply

When? **Transfer application deadlines range widely

- Apply to the college. Read the directions carefully, and be sure you have all the materials needed to apply. Note the application deadline.
- If recommendation letters are required, start the process at least six weeks ahead of the deadline. Contact your recommenders and immediately get any documents to them that they may need. Write thank-you notes afterwards.
- Start your application essay/personal statement at least a month in advance so that you may make revisions. Help is available through the writing center or with a transfer advisor.
- Send official PC transcripts to the college (\$6.00/transcript): <http://www.pc.ctc.edu/enrolled/studentcenter/default.asp>
- Pay the application fee and submit all materials by the deadline. (Some colleges allow you to request a waiver for the application fee in the case of financial hardship.)

4. College costs

When? As early as possible

- Fill out the online financial aid application at www.fafsa.ed.gov as soon as it is available for the academic year you will be transferring in.
- Research scholarships and apply. Scholarships may be found at colleges' financial aid office/websites. www.thewashboard.org connects students to Washington scholarship providers.

5. After acceptance

When? Please see acceptance information for details

- Pay the tuition deposit.
- If you plan to live on campus, send your housing request form and deposit.
- Arrange for Peninsula College to send your final transcript to your new college.

GET THE MOST OUT OF A CAMPUS VISIT IN **6 STEPS**

1 DECIDE WHERE AND HOW

See if your school arranges group trips to colleges or if you could get a group of friends together and visit the campus. A family trip is another option and allows you to involve your family in the process.

2 PREPARE FOR YOUR VISIT

Before you set out, get a map of the college campus and pick out places of interest. Call the college's admission office to schedule a guided tour of the campus.

3 TAKE YOUR OWN TOUR

Just wandering around the campus on your own or with friends can be the best way to get a feel for what a college is like.

4 EXPLORE THE FACILITIES

Find the spots on campus where students gather or ask a student where the best place to eat is to get a feel for the character of the college. Visit the library and check out the gym or theater. Ask an admission officer if you can tour a dorm and a classroom.

5 MAKE CONNECTIONS

Talk to current students. Ask the students at the next table or sitting nearby what they like best about the college.

6 TAKE NOTES

During your visit, write down some notes about your experience. What did you see that excited you? Are there aspects of the college that you don't like? If so, what are they?

Questions to Ask During Your Visit:

ASK TOUR GUIDES/STUDENTS

- What are the best reasons to go to this college?
- What's it like to go from high school to college?
- What do you do in your free time? On the weekends?
- What do you love about this college?
- What do you wish you could change about this college?
- Why did you choose this college?
- What is it like to live here?
- What does the college do to promote student involvement in campus groups, extracurricular activities, or volunteerism?

ASK PROFESSORS

- What are the best reasons to go to this college?
- Can a student be mentored by professors, graduate students, or upperclassmen?
- How are professors rated by the college? Does the college think mentoring and meetings for project guidance are important?
- How does the college help students have access to professors outside class? Do professors join students for lunch, help with community service groups, or guide student organizations?
- How many students do research or other kinds of projects for a semester or more?

ASK THE FINANCIAL AID OFFICE

- How much has your total college cost for each student risen in the past year?
- How much do your students usually end up owing when they graduate?
- What is the average income of graduates who had the same major that interests me?
- Will my costs go up when your tuition goes up, or can we use the same tuition rate I started with so I'll know the costs for four years?
- How many students usually graduate in the major that interests me? How long do these students usually take to get their degree? In what ways does the college help students graduate in four years?

College Comparison Worksheet

COLLEGE NAME			
Location —distance from home			
Size —enrollment —physical size of campus			
Environment —type of school (2- or 4-year) —school setting (urban, rural) —location & size of nearest city —co-ed, male, female —religious affiliation			
Admission Requirements —deadline —tests required —average test scores, GPA, rank —notification			
Academics —your major offered —special requirements —accreditation —student-faculty ratio —typical class size			
College Expenses —tuition, room and board —estimated total budget —application fee, deposits			
Financial Aid —deadline —required forms —percentage receiving aid —scholarships			
Housing —residence hall requirement —food plan			
Facilities —academic —recreational —other			
Activities —clubs, organizations —Greek life —athletics, intramurals —other			
Campus Visits —when —special opportunities			

Tips for Completing Your College Application

(Information found at: www.highline.edu/stuserv/transfer/tips/completingyourcollegeapplicationMay08.pdf)

Remember: Plan early, be highly organized and follow instructions carefully!

- **Check out the application early.** You can usually download a paper application off the site, fill it out and then mail it in. Many colleges prefer that you submit your application online. It is much easier to read a typed application than a handwritten one. If you are planning to submit a paper application, be sure to write clearly and neatly. Always sign your paper application with pen, not pencil. Check with some friends to see if they can read your handwriting before you submit your application. If they have difficulty reading, it will be in your best interest to submit an online application.
- **Set realistic goals for yourself** and be sure to allow for sufficient time to complete and present an application that looks professional. If you are applying to many schools, it is even more important for you to keep track of materials that are due for each school, including the deadlines.
- **Find out how many applications you need to complete.** For most colleges, you usually need to complete a single application for general admission. However, you may be applying to a competitive major program which may require that you complete a separate application. Sometimes the deadlines for the general admission and for your major program are different. You don't want to miss any of the deadlines!
- **If you have to apply to your major, turn in departmental application on time.**
- **Many colleges use the Common Application** where a student completes one uniform application that can be sent to multiple colleges. For a list of colleges that participate in the Common Application, go to: <https://www.commonapp.org/CommonApp/default.aspx> 48 In addition to the Common Application, some colleges may also require that you submit a Supplemental Application. The Supplemental Application might provide the college with additional information about you, such as "Why do you feel that our college is a good match with your educational goals?" or for scholarships, etc... Always check with your college to see if you need to submit additional information. A word of caution here: Since the items requested on the Supplemental Application vary from college to college, be sure that you are submitting the appropriate items or information to the correct college!
- **Be sure to read the instructions to the application** slowly and thoroughly, and then follow the instructions. Do not assume anything! If you are unclear about a question or instruction on the application, it is in your best interest to contact the college directly for clarification as soon as possible. Once you have read through the entire application, write on a separate piece of paper a list of all the things you need to do: Letters of recommendation, personal statement, fee, etc.
- **Do you need to submit letters of recommendation?** If so, how many letters are needed, and who should write them? If letters of recommendation are required, be sure to plan ahead

and give your writers ample time to write strong letters of support. You should also supply recommenders with a resume and discuss with them your academic and personal goals. Be sure to provide a stamped envelope in the event that they have to send the letters directly to the college.

- **Do you need to submit a personal essay?** If so, what should you include in your statement? Be sure to follow the directions carefully. How about the format and length of the essay? If the maximum length is three pages long, don't submit four pages! You should also give careful thought to writing a great personal statement and have someone proofread it before you turn it in.
- **Is an academic resume required?** An academic resume highlights who you are and what you have done. For example, if you have received an award or contributed to your community in a meaningful way, be sure to state this on your resume. You may also have participated in volunteer activities, clubs and organizations or in other academic and extracurricular related activities.
- **How many college transcripts are required?** Do transcripts have to be sent directly to the college from your current institution or can they be attached with your application?
- **Is there a priority application deadline?** What is the firm deadline?
- **Be sure to complete all areas of the form** unless noted otherwise.
- **Be sure to submit an application fee**, if required. Do not send cash! Find out if you can pay by check, credit card, or money order. Some colleges may be able to waive the application fee. Read through the application directions to see if this is an option. If so, find out what you would have to provide: for example, do you need an advisor's letter of support? Do you need to write a letter explaining your financial situation? You can also contact the Admissions Office of your college to see if you are able to have a fee waiver.
- **Proofread! Proofread! Proofread!** Make sure there are no spelling or grammatical errors. Recruit some of your friends to help review your application.
- **Mailing:** If you are submitting your application by paper, mail it in at least two weeks before the application deadline. If you find yourself in a situation where you are unable to meet the deadline with a mail-in application, find out if you can hand deliver it or do an overnight delivery.
- **Always keep copies of your completed application** for your records, whether you are submitting by paper or online.
- **A final reminder: it is your responsibility to ensure that the Office of Admissions at your transfer college receives all required documents and that your application file is complete. Be sure to keep in contact with the school for an update of your application status.**