TRANSFER CHECKLIST

Early planning saves time, money and is crucial for a successful transfer. The following checklist will ensure a smooth transition!

Make an appointment with an academic advisor to:

- Discuss educational goals, careers and majors
- Identify course requirements in your field of study
- Discuss your transfer plans

Identify two or three colleges that you are interested in, taking into consideration:

- General location, size, cost, atmosphere
- Strength in academic area of interest
- Internships, job placement, etc.

Research identified transfer institutions. Visit college websites and meet with the admissions representatives. Most area colleges and universities visit our campus during the fall and spring semesters. Visit www.nicc.edu/events for more information.

Check credit transferability. Northeast Iowa Community College (NICC) has articulation agreements in place with various colleges. A listing is available at www.nicc.edu/transfer or www.nicc.edu/transfer/transferpartnerships. If the college you are interested in is not listed, contact the admissions office at the four-year institution.

Visit your transfer college(s) and:

- Speak with a transfer admissions representative
- Tour campus
- Meet with an academic advisor and/or faculty to learn more about your major, transfer requirements and deadlines
- Gather information about financial aid and housing (on- or off-campus)

Learn about the admission process:

- Complete an admission application for each college you are interested in
- Be aware of the application deadline, make sure your application is complete and that you submit the application fee or fee waiver form
- Send your official transcripts to the transfer college or university:
  - Request your NICC transcript at www.nicc.edu/transcript
  - Previous colleges attended
  - High school, if required

Once Accepted:

- Apply for financial aid and review financial aid package
- Apply for scholarships, noting specific deadlines
- Attend a transfer orientation
TRANSFER PLANNING TIMELINE

Your situation is unique. Therefore, it is important to begin planning your educational path early in order to meet the requirements of your intended major. Follow the guidelines below to reach specific check-points each semester.

First Semester
- Familiarize yourself with the liberal arts and transfer degrees: Associate of Arts (AA) or Associate of Science (AS).
- Meet with your academic advisor to discuss educational plans and majors.
- Begin researching colleges and universities that interest you. Take into consideration: location, size, degree programs, cost, academic and social environment and job/internship opportunities.
- Explore the transfer partnerships NICC has in place with local colleges and regent institutions. Transfer partnerships or articulation agreements help the transition to a new college by ensuring maximum transferability of your earned credits.
- While 12 credits per semester is considered full-time for financial aid, in order to graduate in two years, you will need to take 15+ credits per semester. (excludes taking summer courses and developmental courses).

Second Semester
- Begin to develop a list of four or five schools that best match your goals, career interest, and academic record.
- Visit your intended transfer institution and talk with both a transfer admissions representative and an advisor for your program of study. It is important to “get a feel” for the campus and make sure it is where you want to be.
- Each major has different course requirements. Check with your transfer institution to see what specific requirements are needed.
- Refine your educational plan so that it is specific to your major at your transfer institution.
- Consider taking summer courses if you are not taking 15 credits per semester; this will keep you on track to transfer in two years.

Third Semester
- Submit an application for admission to your four-year college of choice. When submitting an application, send an initial transcript so that the college can complete your application. Then, follow up with a final transcript after graduation.
- Both college admission and specific major admission can be competitive. Make sure you have a back-up plan.
- Research financial aid and scholarship options at your transfer institution. Many four-year colleges offer merit-based scholarships specifically for transfer students.

Fourth Semester
- File your Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1.
- Analyze your credit evaluation before you decide on a college or send a deposit.
- Review your financial aid package and compare the bottom line for each college.
- Consult with your NICC academic advisor before you make a final decision. Your advisor can help answer any questions and clarify details that might affect your choice.
- Take advantage of orientation programs and other opportunities for transfer students at your college of choice. Meeting other students and getting acquainted with campus life will help ease your transition.
- Apply for graduation at NICC: www.nicc.edu/graduation