

Allen Non-Degree Seeking Student Transfer Checklist

Do Your Research! (0-15 credit hours)

- Schedule a meeting with your Allen academic advisor as soon as possible.
- Research colleges that offer your major and investigate available transfer scholarships.
- Meet with a four-year college transfer representative/advisor to make sure you are taking appropriate courses for your next step. Most area universities have transfer advisors that visit our campus regularly. *Your Allen advisor can assist you with this.*
- Go to class and make the best grades possible!

Make a Plan! (16-30 credit hours)

- Attend transfer fairs and open houses or arrange for a campus tour at the university or four-year college you are interested in attending. (Be sure to schedule an appointment with a program advisor in your four-year major to find out more about your program of interest.)
- Meet with a transfer advisor at any schools you are interested in attending to review the transfer of your credits.
- Check on transfer admissions requirements, **especially for selective admissions majors (nursing programs, law school, etc.)**.
- Research financial aid options at your transfer school. Contact the financial aid office at the transfer school to see if your current aid will transfer. Check on the transfer scholarship requirements and application deadlines for your four-year college.
- Find out if your transfer school accepts other types of credit, such as military training or professional experience.
- Make your final decision about your transfer school.

Make Your Move! (31-60 credit hours)

- Submit applications for admission to your four-year college, including degree program admission and housing applications if needed. *(This may need to be done sooner depending on the transfer school's admissions requirements.)*
- Request official transcripts from Allen to be sent to your transfer school. *Go to www.allencc.edu, click on the "Resources" link, then click on "For Students", then click on "Request Transcript".*
- Obtain any transcripts for other types of credit such as AP, CLEP, or dual credit classes, if accepted by your transfer school.
- Submit your FAFSA and indicate your transfer school on the form. If already submitted, update your application to include your transfer school.
- Apply for a transfer scholarship at your transfer school. *Be aware of scholarship application deadlines.*
- Send your final Allen transcript with last grades and your degree to your transfer school.
- Send transcripts from high school and other colleges to the transfer school.
- International Student Only:** Provide acceptance letter from transfer school to Allen international advisor

After Transfer

- Consider Reverse Transfer - As you complete classes at your new school, those hours may eligible to be sent back to us to complete an associate degree with Allen. *Speak with an academic advisor at Allen about this possibility.*