

## **Transfer Checklist**

Are you planning to get a bachelor's degree after you graduate from Sinclair? Do you know your next steps? Complete the transfer checklist, and discover what you need to do to transfer to a four-year university.

☐ Explore
You've completed 15-30 credit hours. It's time to answer these questions, and complete these tasks:
<ul> <li>□ Have you selected a program of study for your bachelor's degree?</li> <li>□ Do your major and career aspirations match?</li> <li>□ Have you researched 4-year institutions that offer that degree?</li> <li>□ Have you attended a transfer fair or talked to transfer institution recruiters?</li> <li>□ Are online studies or on-campus studies the right choice for you?</li> <li>□ Does Sinclair have a transfer agreement with that school? (Find out here)</li> </ul>
If you answered "no," to some or most of these questions, you may want to talk with a transfer advisor at Sinclair. They can help you understand how to connect your Sinclair credits and experiences to a 4-year university. Click <a href="here">here</a> to make an appointment.
☐ Plan
You've completed 31-45 credit hours. To stay on track, answer these questions, and complete these tasks:  ☐ Have you visited or made contact with the university or universities you plan to apply to?  ☐ Have you looked up admissions information on the university's website?  ☐ Are sure you are taking the correct courses for transfer to your next school? An advisor can help! Click here to make an appointment.  ☐ Do you know what documents you need to apply (college and high school transcripts, ACT scores, etc.)?  ☐ Have you requested an admissions packet from universities you plan to apply to?  ☐ Do you know your university's application, FAFSA, and scholarship deadlines?  Write them here  ☐ Have you met with your advisor to discuss transfer? If not, click here.
☐ Action
You've completed 46-60 credit hours. It's time to put your planning into action! Take these steps to ensure you are prepared to transfer to university.  Meet with your Sinclair advisor to make sure you on track for on-time graduation  Meet with your transfer advisor at your next university  Complete all appropriate applications and financial aid paperwork for your next school  Request all necessary documents (high school transcripts, ACTs, or any other necessary documents required) be sent to your transfer school.  Pay any required application fees.  Follow-up after applying! Make sure all application materials have been received, and check your application status frequently.
<ul> <li>□ Graduate from Sinclair! Send all final transcripts to your new school.</li> <li>□ Be sure to attend orientation and complete any other necessary enrollment requirements of your next school.</li> </ul>