



# Transfer Checklist

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: If you took classes at more than one college, including Alamo Colleges, a transcript from **each** college must be sent to each university(ies). Remember, if you are currently enrolled in classes, a **final transcript** must also be submitted, posted with your final grades/degree.

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.

Submit other materials, such as: [personal statement](#), [essay](#), [writing sample](#), [letters of recommendation](#), [résumé](#), if needed.

**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 February-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.

Check your admissions status, usually through the university student portal.

Note: You will usually be provided a university ID/password to enter the university student portal, once your application is received.

## Once Admitted:

Sign-up for a transfer orientation at the university.

Submit [TSI](#) scores to the university, if needed.

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.

Schedule an appointment with your university assigned academic advisor to plan your new course schedule.