

# Transfer Timelines

## **First Year First Semester**

1. Walk in or make an appointment with the Transfer Counselor at Germanna to make sure you are taking courses that transfer to four-year schools. You should also weigh the pros and cons of completing an entire Associate's degree before transferring versus transferring a limited number of courses. To review our Guaranteed Admission Agreements with four-year schools, go to [www.germanna.edu/counseling/transfer/transfer.asp](http://www.germanna.edu/counseling/transfer/transfer.asp). Click on "Guaranteed Admission Agreements."
2. Start thinking about a major. Take advantage of Germanna's career services. If you have decided on a career direction, your counselor can help you map out a strategy for reaching your goal. If you're undecided about what to major in, you can take assessment inventories that can point you to possible careers and majors.
3. Find out which four-year schools offer the major(s) you are interested in and determine what other factors are important to you (distance from the Germanna service area, cost of attendance, entrance difficulty, size of school, for example).
4. Attend a Transfer Planning workshop to prepare for College Tour in October and talk with college representatives that visit Germanna. Get on mailing lists of four-year schools that interest you.

## **First Year Second Semester**

1. Narrow your college choices down!
2. Use Transfer Guides, published by the four-year schools, to assist you with course selection at Germanna. Find these at [www.germanna.edu/counseling/transfer/transfer.asp](http://www.germanna.edu/counseling/transfer/transfer.asp). Click on "Transfer Guides."
3. Meet regularly with the Transfer Counselor at Germanna to map out courses that will both meet graduation requirements at Germanna **and** transfer requirements for your chosen four-year institution(s).

4. Do your homework! Access each college's website and link to "Transfer Admissions." This is usually separate from freshman admissions information. Review information about the application process and deadlines for prospective transfer students. Normally, deadlines fall around March 1 for Fall and November 1 for Spring.
5. Identify the Transfer Counselor for each four-year school you are considering. When you have questions you can't find on a college's website, call or e-mail this person with your questions.
6. Become familiar with requirements for your intended major, especially in math and foreign language. Universities and colleges can differ widely in the courses they recommend you take at Germanna for each program of study. Within the bounds of AA&S program requirements, tailor your transfer program at Germanna to meet those requirements.
7. February is "Transfer Month" at Germanna. Take advantage of workshops and college visits.
8. Visit the colleges/universities that interest you. Take a tour. Go to events like "Transfer Days" or "Transfer Open Houses." Ask Admissions if you can schedule appointments with the financial aid office and an advisor in the department of your intended major.
9. Consider taking classes during the Summer to reduce your academic load.

***Second Year  
First Semester***

1. Stay focused on your academics. Keep your grades up!
2. Research financial aid options. Even if you did not qualify for aid at Germanna, you may qualify for aid at the more expensive four-year schools. Review scholarship options for transfer students. A website maintained by the U.S. Department of Education features a "Scholarship Wizard" to help you search for scholarships as well as federal and nonfederal student aid. Go to [www.studentaid.ed.gov](http://www.studentaid.ed.gov).
3. Meet with a Germanna counselor to make sure you are on track to meet graduation requirements.
4. Apply for graduation by the deadlines established by Admissions and Records.

**Second Year  
Second Semester**

1. Most institutions have different application deadlines for freshman versus transfer students. The general rule is to apply well in advance of published deadlines. You should complete the application one semester prior to the one you are applying for. In other words, for Fall admission, apply early in the Spring semester (February). For Spring admission, apply in October.
2. If by chance you miss the preferred deadline for transfer admission, then call the Admissions Office of the college to ask whether they are still accepting applications from transfer students. Many schools continue to accept applications on a rolling basis until all seats are filled.
3. Apply for financial aid. Fill out the FAFSA, which becomes available every January 1 for the following school year. Prepare to fill out your FAFSA by the end of January for the following Fall semester. You may send your FAFSA report free to as many four-year colleges as you wish, even those you end up not submitting applications to.
4. Apply online (preferred) or send out applications. Have Admissions and Records send official transcripts. You will need to send two copies of your Germanna transcript—one that is sent at the time of application and a second one that is sent after your final grades are posted. Don't let up in your current classes!
5. Verify with Admissions at the four-year schools that your application package is complete.
6. Await decision letters and make your final selection. Letters from your four-year school will contain information about deadlines for making your tuition deposit, registration, orientation, housing, etc.

***Best of luck as you move on to your next educational opportunity!***