

ID# _____
 Student Name _____
 Major _____
 Phone# _____
 E-Mail _____
 Transfer Institution _____

Arizona Western College Transfer Checklist for 31+ credits

Use this checklist to keep track of the things you need to do to ensure a smooth and successful transition into a 4-year institution. Be sure to keep a log of persons contacted and processes completed. Accurate record keeping can minimize possible confusion for both you and those professionals assisting you. "To accomplish great things, we must not only act but also dream. Not only plan but also believe." **Anatole France**

Check into the Following before You Transfer!

1. I have participated in transfer session, university field trips, transfer fairs, or have met with a university representative or transfer specialist to ask questions. (https://www.azwestern.edu/student-support/transfer-services/events)	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>

Planning to Transfer

	YES	N/A
In-State Universities		
Arizona General Education Curriculum (AGEC)		
1. Select a major with an Arizona General Education Curriculum (AGEC).	<input type="checkbox"/>	<input type="checkbox"/>
2. Research which AWC degree will align with your university major.	<input type="checkbox"/>	<input type="checkbox"/>
3. Use AZtransfer.com and MyCEG to determine how your courses will transfer.	<input type="checkbox"/>	<input type="checkbox"/>
4. Met with an advisor to determine your eligibility to graduate from AWC.	<input type="checkbox"/>	<input type="checkbox"/>
5. Meet with your transfer specialist for details on your transfer process.	<input type="checkbox"/>	<input type="checkbox"/>
6. Complete the requirements and request AGEC certification on your transcript.	<input type="checkbox"/>	<input type="checkbox"/>
7. Submit a graduation application and AGEC certification.	<input type="checkbox"/>	<input type="checkbox"/>

Out-of-State Universities

1. Research the university you want to transfer to.	<input type="checkbox"/>	<input type="checkbox"/>
2. Research which AWC degree will align with your university major.	<input type="checkbox"/>	<input type="checkbox"/>
3. Utilize state specific resources for course transfer equivalency.	<input type="checkbox"/>	<input type="checkbox"/>
4. Met with an advisor to determine your eligibility to graduate from AWC.	<input type="checkbox"/>	<input type="checkbox"/>
5. Meet with your transfer specialist for details on your transfer process.	<input type="checkbox"/>	<input type="checkbox"/>
6. Contact the transfer institutions to discuss policies for transferring your credits.	<input type="checkbox"/>	<input type="checkbox"/>
7. Meet with an advisor or transfer specialist to assist with degree transferability.	<input type="checkbox"/>	<input type="checkbox"/>
8. Submit a graduation application.	<input type="checkbox"/>	<input type="checkbox"/>
9. Send your official transcripts to attending university for evaluation.	<input type="checkbox"/>	<input type="checkbox"/>

General Research for In-State/Out-of-State

	YES	N/A
1. Research the tuition rates for courses and degree program.	<input type="checkbox"/>	<input type="checkbox"/>
2. Check to see what extracurricular activities are offered at the transfer universities.	<input type="checkbox"/>	<input type="checkbox"/>
3. Familiarize yourself with GPA requirements for institution and program.	<input type="checkbox"/>	<input type="checkbox"/>
4. Check whether any entrance examinations are required for admission.	<input type="checkbox"/>	<input type="checkbox"/>

Applying for Admissions

	YES	N/A
1. Check for priority admission dates and deadlines for the university of your choice. Admission Deadline: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Check if an entrance exam is needed or if there is an application fee. \$_____.	<input type="checkbox"/>	<input type="checkbox"/>
3. Complete the online application or mail admissions application documents on time!	<input type="checkbox"/>	<input type="checkbox"/>
4. Send official high school transcripts (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
5. Send ALL official college transcripts, AP and CLEP scores to the institution.	<input type="checkbox"/>	<input type="checkbox"/>
6. Comply with second language with the university language requirement (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
7. Pay special attention to the written essay, if required for admission.	<input type="checkbox"/>	<input type="checkbox"/>
8. Submit a health form and proof of immunization (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
9. Submit the required application fee(s).	<input type="checkbox"/>	<input type="checkbox"/>

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Financial Aid and Scholarship

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Submit my <i>Free Application for Federal Student Aid</i> (FASFA) by the priority deadline.
Deadline: _____ | YES | N/A |
| 2. Research scholarship for your institution. (www.fastweb.com
www.scholarships.com , www.scholarshipexperts.com) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Submit application packets for scholarships and/or loan. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Research work-study opportunities. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Decide if you want to live on or off campus (On-campus-submit housing application). | <input type="checkbox"/> | <input type="checkbox"/> |

*Note: On-campus space is limited and is awarded on the first-come, first-served basis.

Post-Graduation

- | | | |
|-----------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Send your final transcript from AWC to the school you will be attending. | YES | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> |

List Institutional Websites:

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Action Plan

Items needing follow up

Considerations/Obstacles to transfer	Solutions/Remedies

Student Signature: _____ Date: _____