



Steps for a Smooth and Successful Transfer to Any Institution

1. Explore and Decide

- ☐ Identify your academic and career goals.
- ☐ Research potential majors and institutions that align with your goals.
- ☐ If you are undecided, meet with Career and Advisement Services to explore options.

2. Meet with an Academic Advisor

- ☐ Review your current academic progress.
- ☐ Confirm which courses transfer and count toward your intended degree.
- ☐ Create an education plan that keeps you on track.

3. Connect with the AWC Transfer Center Resources

- ☐ Visit the AWC Transfer Center to access tools, transfer guides, and resources to help you stay on track. Meet with the Transfer Coordinator for support.
- ☐ Use the center to prepare questions, explore agreements, and understand transfer timelines.
- ☐ Learn about university partnerships, guaranteed admission programs, and specialized pathways.

4. Participate in Transfer Events and Meet University Representatives

- ☐ Attend Admissions Application Workshops to learn about processes, deadlines, and requirements.
- ☐ Join transfer fairs, university visits, and information sessions to meet representatives and ask questions directly. Visit the AWC Online Calendar Events for all transfer relevant events.
- ☐ Build connections with university contacts who can support you during your transition. Visit the AWC Transfer Center or the university campus offices for representative office hours.

5. Prepare and Complete Your Application

- ☐ Gather all required documents (transcripts, test scores, recommendation letters if needed).
- ☐ Pay attention to deadlines for admission, scholarships, and financial aid.

☐ Request application assistance if needed. It is recommended to work with your university admissions representative.

6. Apply for Financial Aid and Scholarships

☐ Submit the FAFSA and include your transfer institution's school code.

☐ Research and apply for transfer-specific scholarships.

☐ Meet with financial aid personnel to review options.

7. Send Official Transcripts and Complete Transfer Requirements

☐ Request official transcripts from your current institution.

☐ Follow up to ensure transcripts and supplemental documents were received.

☐ Complete orientation or placement requirements as directed by the transfer institution.

8. Confirm Admission and Register for Classes

☐ Accept your admission offer by the stated deadline.

☐ Work with your new advisor to register for classes.

☐ Verify that transfer credits are applied correctly to your degree plan.

9. Transition and Get Involved

☐ Attend orientation to learn about campus resources, policies, and support services.

10. Circle back to AWC

☐ Stay in touch with your academic advisor to ensure continued progress toward graduation.

☐ Apply for the AWC graduation by the deadline.