University Community College @ Batesville

Transfer Checklist

Use this handy checklist to help you keep yourself organized to ensure a smooth and successful transfer from UACCB to your next college or university. For assistance, contact:

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Explore:

☐ Have you selected a program of study?
☐ Do your major and career aspirations match?
☐ Have you researched four-year colleges that offer that degree?
☐ Does UACCB have a transfer agreement with your next school?

Information:

☐ Have you visited the college or colleges you plan to apply to?
☐ Have you met with the colleges that visit the UACCB campus or attended the UACCB Transfer Fair in March?
☐ Have you looked up admissions information on the college’s web site?
☐ Do you know what documents you need (college & high school transcript, ACT’s Etc…….)
☐ Have you requested an admissions packet including an application or checked on-line for the application?

Planning:

☐ What is the Admissions deadline? ________________________________
☐ What is the Transfer Scholarships deadline? ________________________________
☐ Are you taking the correct courses and electives for general education or major for your next school?
☐ Have you met with the UACCB Transfer Coordinator or your advisor?

Applying:

☐ Have you completed the appropriate application for your next school?
☐ Have your official transcripts from all colleges been requested?
☐ Are high school transcripts required; if so have you contacted the guidance department at your high school?
☐ Are SAT’s or ACT’s required or are they waived with 30 completed college credits or more or by completing the degree?
☐ Have you paid the application fee?

After Applying:

☐ Follow up to ensure all application materials have been received. Most schools will send you an email allowing you to see the status of your application. Please check your email daily.
☐ Send in final copies of your transcripts with your last semester grades and if you are graduating, your graduation date.
☐ Attend orientation at your new school.