

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:

Explore:

Van Taylor @ 870-612-2108

- 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.