

STEPS FOR TRANSFER

WHAT SHOULD YOU BE DOING RIGHT NOW?

When applying to a baccalaureate (4-year) institution, you should apply at least a year in advance. Here is a timeline to help you plan the application process along with a list of steps you can complete. Be aware this is only a guide and some schools may recommend applying sooner. Also, competitive programs may have an earlier application deadline.

To start classes	Apply by	Registration begins
Fall semester	Early January	Early March
Winter semester	September	Early October
Summer semester	December	Early/Mid February

Freshman Year

0-24 credits

Students enter GRCC

- Start with [AFP](#) placement (if needed) for English, Math and/or Reading.
- Complete General Education ([MACRAO](#)) courses and prerequisites for your major.
- Not all majors are available at all schools. For assistance in selecting a major, visit the [Counseling and Career Center](#).
- Identify [transfer schools](#) that have the major(s) you are considering.
- Meet with a [counselor](#) to discuss transfer opportunities, majors, and articulation agreements.
- Meet with college representatives at [Academic Advising Day](#), during a [college visit](#), or make a trip to visit their campus.
- Request applications, college view books, college catalogs and scholarship materials.

High School transcript and ACT/SAT required if transferring after one year

Sophomore Year

25-62 credits

Lower Division Transfer Program

- Complete transfer applications and have [official transcripts](#) sent from all colleges attended. You can request your GRCC transcripts using the [Online Student Center](#).
- Gather all necessary letters of recommendations. When asking someone to write a letter for you, it is helpful to provide a resume, statement identifying your goal, and copy of your transcript. Also make sure to give them plenty of time to complete a letter.
- Complete scholarship applications. Many deadlines are January/February for the fall semester but some competitive scholarships can be earlier. It is best to check with your transfer school.
- Complete the [financial aid](#) form (FAFSA).
- Submit housing deposit if needed or arrange for off-campus housing. Deadlines are usually January to March for the fall semester.
- Attend transfer orientation to prepare class schedule and meet with the major advisor (usually begins in March for the fall semester).
- [Send final transcript](#) upon completion of all courses at GRCC.

Students can transfer with or without a 2 year degree

Complete Associate Degree

Junior Year

63+ credits

Upper Division options

- Students participating in a 3+1 program should begin the process listed above during their third year.
- Currently, Grand Rapids Community College has agreements with [Davenport University](#), [Ferris State University-Grand Rapids](#), [Northwood University-Grand Rapids campus](#) and [Sienna Heights University](#) for selective majors.
- Transfer students will continue to take classes at transfer school.



TRANSFER TIPS AND CHECKLIST

WHAT SHOULD YOU BE DOING RIGHT NOW?

Office Visit for Transfer Advising

Students are encouraged to contact the Transfer Office with questions or to schedule an advising appointment. Transfer students who are undecided about their major will be expected to have some ideas of what they want to schedule as many general requirements will be completed. **If you are close to graduating and are undecided, you should meet with a GRCC Counselor for career counseling.**

Students should:

- AA students should apply one or two semesters before graduation. Students can be accepted “contingent upon completion of the AA degree”. By applying early, students will be invited to an early orientation.
- Attend the earliest orientation session possible for more course selection and registration choices.
- Students should bring unofficial copies of all transcripts (transcripts sent for admission purposes are not always available for advising during orientation).
- Keep a transfer log of activity (see list below). For each communication, students should record the name of the person contacted, the date, and the type of request. Students should keep a copy of all letters sent and received.

Before Completing the AA degree:

- ___/___/___ meet with GRCC counselor for graduation check
- ___/___/___ complete graduation audit form
- ___/___/___ have MACRAO posted to transcript

Application for Admission

- ___/___/___ date application submitted
- ___/___/___ date admission status checked
- ___/___/___ date of acceptance

Transcripts (official transcripts from all institutions attended)

- ___/___/___ date transcripts sent from all current and prior institutions
- ___/___/___ date final transcript sent after final semester completed

Financial Aid/Scholarship

- ___/___/___ date financial aid application (FAFSA) sent
- ___/___/___ date financial aid notification received from transfer school
- ___/___/___ date scholarship application mailed or transfer notice sent to appropriate office
- ___/___/___ date scholarship application response

Housing

- ___ on-campus housing ___ off-campus housing
- ___/___/___ date housing application sent (include deposit when required)
- ___/___/___ date accepted

Immunization

- Y___ N___ need immunization
- ___/___/___ date student health form submitted

Transfer Orientation

- ___/___/___ orientation date