



Transfer Timeline and Checklist

Semester 1 or 0 – 15 credit hours

- ☐ Think about your interests, values, strengths, and career goals.
- ☐ If you are undecided in a major or career path, make an appointment with Career Development and take an assessment to match your interests, skills, and values with a satisfying career.
- ☐ Explore the web and other resources for information related to the careers you are considering. Websites such as the [U.S. Bureau of Labor Statistics Occupational Outlook Handbook](#) are a great place to start. [Career Coaching and Employer Connections](#) can assist you in this process as well through individual appointments and workshops!
- ☐ Become familiar with the Indiana College Core (ICC). The ICC is built into every Associate of Science degree at Ivy Tech and is designed to transfer as a block to fulfill general education requirements at any public, four-year Indiana college.
- ☐ Start researching colleges that you may be interested in. To get a head start, attend a Transfer Fair and/or meet the Transfer Advocate on your campus.



Remember, most colleges require grades of at least a “C” or better for courses to transfer!

Semester 2 or 16 – 30 credit hours

- ☐ Explore possible four-year schools that offer the major that you want to pursue. In addition to offering the degree you want, the four-year school should be a good fit for you. Consider cost, location (are you willing/able to move?), size of campus, and average class size.
- ☐ Develop a short list of 3 to 4 schools that match your goals, priorities, and academic record.
- ☐ Become familiar with the courses necessary to obtain your four-year degree at the schools on your list of potential transfer schools.



Attend a Transfer Fair on campus to meet colleges and universities across the state of Indiana and Louisville area. This is a good opportunity to make contacts and explore all of your options at once!

Semester 3 or 31-45 credit hours

- ☐ Try to have your list of transfer options limited to 1 to 2 schools Share this list with your Advisor!
- ☐ Become familiar with the application requirements and deadlines of the four-year school(s) to which you are applying. Some questions to ask yourself:
 - When do applications need to be turned in?
 - When must all transcripts be submitted?
 - When must letters of recommendation and/or personal essays (if required) be submitted?
 - When must financial aid forms be filed?
 - If living on campus, when must applications for on-campus housing be filed?
- ☐ Meet with a representative from your potential transfer school(s) to perform a transcript evaluation and talk about program and admissions requirements. Be sure to bring a list of questions to ask!
- ☐ Meet with your Academic Advisor regularly to ensure that you are on-track for graduation and transfer.



Many colleges offer transfer student scholarships! Make sure to maintain the GPA requirements for these transfer scholarships!

Semester 4 or 46-60 credit hours

- ☐ Apply for Ivy Tech graduation.
- ☐ Submit applications for admissions, including any transcripts, letters of recommendation, personal essays, and on-campus housing applications.
- ☐ Apply for transfer scholarships and the FAFSA using your transfer school's FAFSA code.
- ☐ Become familiar with the courses necessary to obtain your four-year degree at the schools on your list of potential transfer schools.
- ☐ If your destination is a part of Metroversity, consider taking a class or two at your transfer destination to get your feet wet! Metroversity is a program that allows you to take classes at colleges in the Southern Indiana and Louisville area at the same cost as Ivy Tech tuition. See your Advisor for additional details.
- ☐ Contact the four-year institution two or three weeks after you submit your application to determine if your file is complete.



Take advantage of orientation programs and other opportunities for transfer students at your new school. Meeting other transfer students and getting acquainted with campus life will help ease the transition!