Transfer Checklist

This checklist is designed to assist you in successfully transitioning to a four-year institution.

- Start early!
- Ask questions.
- Meet an academic advisor in the Advising and Transfer Center. Learn about the benefits of completing a transfer degree, select courses, and create a plan for graduation. Call 425-564-2212 or stop by the Office on the 2nd floor of Student Services, Bldg. B
- Know the transfer degree requirements.
- Understand the differences between transfer degree, general university admission, major, and graduation requirements. Each school has specific requirements. However, specific majors might require additional classes.
- Investigate possible majors and career paths. After 30 credit hours, if you still are unsure, enroll in HD 112 or HD 173 for career exploration.
- Determine a program of study to prepare for your major.
- Visit the Transfer Center on the second floor of the Student Services Building. Resources and university admission advisors are available to you for individual appointments.
- Attend university transfer fairs, meet with university representatives, and attend workshops offered by Bellevue College. Research and write down the required GPA, prerequisite courses, majors, foreign language requirements, deadlines, and answers to any other questions you might have.
- Identify at least three schools to which you are interested in applying. Schools can be competitive. Have a backup plan.
- Visit college campuses. Attend information sessions on the college campus.

For university transfer advising, contact the Advising and Transfer Center
bellevuecollege.edu/advising
425-564-2212
2nd floor Student Services Bldg. B

Visit university websites for transfer students
Continuing the Transfer Process

- **Make a list of expenses.** Be prepared to pay fees for graduation, applications, and transcripts.
- **Apply for Bellevue College graduation.** This officially states on your transcript you’ve completed the degree.
- **Prepare your personal statement.** A well written personal statement is crucial. Visit the Writing Center for help.
- **Choose the best school for you.** Make decisions based on some of the following factors: financial aid vs. cost, program of study, location, student services, size of the school, and the campus culture.
- **Verify that you have met the admission requirements.**
- **Apply early.** Look for admissions, financial aid, scholarship, major program, and housing application deadlines. Submit your application online prior to the priority deadline.
- **Request and send transcripts to potential schools early.** Submit official transcripts from Bellevue College, any other colleges you attended, and high school, if required.
- **Request letters of recommendation, if required by institutions.**
- **Fill out the Free Application for Federal Student Aid (FAFSA) form early.** Do not wait until you are accepted. You can complete this form any time after January 1.
- **Inquire about transfer scholarships.**
- **Confirm that all requested materials have been submitted and received.**
- **Prepare for change.** Transitioning to a four-year school will be a big move. Locating key resources on your new campus is vital to your success.

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The Advising and Transfer Center wishes you the best in your future endeavors!

Advising and Transfer Center  
Student Services Building  
Second Floor  
Phone: 425-564-2212  
bellevuecollege.edu/advising/transfer.asp