

Holyoke Community College

Transfer Checklist

Use this handy checklist to help you keep yourself organized to ensure a smooth and successful transfer from Holyoke Community College to your next college or university.

Explore:

- Have selected a program of study?
- Does your major and career aspirations matchup?
- Have researched four-year colleges that offer that degree?
- Does HCC 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 HCC campus or attended the HCC Transfer Fair in October?
- Have you looked up admissions information on the college's web site?
- Do you know what documents you need (college & high school transcript, SAT's Etc)
- Have you requested an admissions packet including an application or checked on-line for the application?
- Does the University you are interested in participate in MassTransfer?
- Complete the college comparison worksheet (on the HCC webpage).

Planning:

- Are you aware of Admissions and Financial Aid deadlines?
- Are you taking the correct course for general education, major or general electives for your next school?
- Have you met with the HCC Transfer Counselor or your advisor?
- Have you completed a graduation audit in student records (FR 221) to ensure you are eligible to graduate?

Applying:

- Have you complete the appropriate application for your next school (Common Application, Intent to Enroll form, general application)?
- Have your official transcripts from all colleges been requested (FR 221)?
- 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 selected faculty members for your letters of recommendation and provided them with the need information at least two weeks in advanced (forms, due date, self addressed stamped envelopes and your information major etc).
- You should follow up to make sure the letters of recommendation have been sent and thank the faculty for their help.
- Have you completed your essay in a timely manner and double checked to make sure it is error free. Make sure you save your essay to a disk or thumb drive.
- Make sure you don't forget other forms like the college officials report or dean's report (these actually are given to the HCC transfer counselor FR 273).
- 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.
- Send in your tuition deposit to the school you will attend.
- 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.