MOHAWK VALLEY COMMUNITY COLLEGE

Office of Career, Transfer and Job Placement Services
104B Payne Hall (315) 731-5710

# Transfer Checklist:

* You do not need to pay the application fee to any SUNY school if you have or will have an associate's degree from MVCC*

**AT EACH STEP OF THE WAY, ASK THE TRANSFER COORDINATOR IN PAYNE HALL 104B IF YOU HAVE ANY QUESTIONS.**

[] Select a major …if you need help make an appointment with a Career Counselor.

[] Research several schools that have the major you are interested.

[] Visit schools, in person or online, to determine what schools you will apply to.

[] Get applications either online or by contacting the school and apply. *Fees may apply.*(If you are getting a degree from MVCC and transferring to a four-year SUNY School, you can fill out the SUNY Application and not pay a fee.)

[] Go the extra mile. You are creating an application portfolio that tells a college of your capabilities.

a) Ask professors for recommendations.
b) Submit an essay or writing sample to demonstrate your abilities (have someone read it over before you submit it…preferably someone in the Learning Center, a professor etc.)
c) Ask for an interview in order to articulate your interest.
d) Take a tour of the campus and sit in on a class.

[] Call your high school and have them send transcripts to each college if necessary

[] Go to the Registrar's office and have your official transcript sent to each college you are applying to. MVCC charges a $5 fee for each transcript and $10 if it needs to be faxed.

[] Complete the FAFSA and have it sent to all the colleges you are applying to so that they can access your information for Financial Aid purposes.
*Remember to do this early and include your schools correct FAFSA code*.

[] Determine if the colleges you are applying to also require the CSS Profile form for Financial Aid. If so then go to www.collegeboard.com and complete the CSS Profile. (only a handful schools require this)

[] Once you are accepted, review your financial aid packages and your transfer credit evaluation to decide which college is best for you.
Ask the question:

- How many credits will transfer into your program of study (major)?
- What specific courses do you still need to earn for the Bachelor's degree?

**See the Coordinator of Transfer Services if you have questions**.

[] Send in your deposits to the college you will attend and fill out your housing application if planning on living on-campus

[] Send your official transcripts, showing your earned degree (if applicable) to the college you will attend

[] Attend an orientation session to get to know your way around campus.

CONGRATULATIONS AND GOOD LUCK!!