

So you want to transfer to a four year college

A quick guide to ensure a smooth transition from RRCC to the 4 year school of your choice



1. Find the school that best fits your academic needs



2. Don't be Late!

- Once you've identified the school or schools you want to attend, be sure you know the application deadline.
- Most schools have priority deadlines to encourage early application.
- You may have a better chance of admission if you adhere to the priority deadline.
- If you miss the priority deadline, be sure to check the regular application deadline.



3. Complete the Application

What items will you need to complete your application?

- SSN
- Residency Information
- Parent/guardian personal and educational background
- High School Information – where/when did you graduate?
- Employment History
- Academic Honors
- Activities/Leadership List
- Supplemental Information – courses in progress, etc.
- Name of the college/major you are applying to
- List of other colleges you've attended





4. Submit your Documents

- All transfer applicants will be required to submit transcripts from every college they've attended.
- Some schools will also require essays and letters of recommendation.
- If you need help with your essays, be sure to visit the Writing Center on campus. <http://www.rrcc.edu/writing-center>
- Be sure to submit the documents in the format the school recommended (i.e. snail mail, email, fax or online submission)

5. Secure your Application Fee

- Most schools will require that you pay the (non-refundable) application fee at the time of your application submission.
- Make sure you have a check or money order to send to the school if they don't accept online payment via debit or credit card.
- Most schools will offer application fee waivers if the potential student is facing a hardship. Make sure to check with the admissions office on the process for acquiring an application fee waiver.



6. Post Application Submission Follow – Up

- After you have submitted your application, all supporting documents and your application fee, you can check your application status online. This is a good way to make sure your application is complete and being reviewed.
- Be sure to check your email as most schools with use that as a primary means of communication for updates and final decisions.
- Check to see if the schools you've applied to have a "College Visit Day."
- GOOD LUCK!