



How to Transfer to your 4 year College

Step 1: Know where you are:

My curriculum at Lord Fairfax is: _____

My faculty advisor is: _____

Step 2: Know where you are going:

Name of the school or schools that you are planning on applying/transferring to _____

Application deadline(s): _____

My major will be _____ at my 4 year institution

Step 3 Part A: Planning your route:

I have worked with my Faculty Advisor or Transfer Advisor at Lord Fairfax on :

_____ Advisability of completing entire associate degree before transfer vs. transfer of certain courses only

_____ My LFCC curriculum and registration for **each remaining semester**

_____ Transferability of courses I am taking and appropriate electives

Step 3 Part B: Planning your route:

I have done or need to do the following:

_____ Reviewed the college website(s) if not website address _____

_____ Contacted a transfer admissions counselor at the school(s) if not phone # _____

_____ Verified which courses are required for my major

_____ Obtained information on financial aid and scholarships

_____ Visited the campus and feel good about my decision

Step 4: Sending the School(s) my information and important documents:

_____ Completed the application if not deadline to complete _____

_____ Paid any fees/ if not deadline to complete _____

_____ Sent official transcripts from LFCC, other colleges attended,
and high school (if needed) if not deadline to complete _____

_____ Sent SAT or ACT scores (if needed) if not deadline to complete _____

_____ Sent recommendation letters(if needed) if not deadline to complete _____

_____ Sent essay or personal statement (if needed) if not deadline to complete _____

_____ Verified that my application is complete with the admissions office- Admissions office phone # _____

Step 5: Prepare for Detours-Having a back-up Plan:

If I have not heard from the college by the decision date, I will:

_____ call the admissions office to check on my status

_____ seek the help of my LFCC transfer counselor and/or faculty advisor to explore alternatives if denied admission

Step 6: Confirm your reservation :

I have:

_____ Been admitted and completed all required fees and paperwork (see above)

_____ Secured housing if needed

_____ Contacted financial aid to verify any grants, scholarships or loans



Yay!! Congratulations you did it!! We wish you the best of luck and great success!!!