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!!!