Connecting to the State University System

A How-to Guide on What You Need to do Before You Leave FCCJ…

TRANSFER GUIDE FINAL CHECKLIST

Name _____ Social Security # _____

Major_____ Transfer Institution _____

Dept. Chair/Advisor _____ Phone # _____email _____

Transfer Office _____ Phone # _____ email_____

_ Completing an A.A. degree __/__/__ _ Transferring without an A.A. *See NOTE below.

You are strongly encouraged to apply when you have earned 45 credit hours toward your A.A. degree.

Application _ Online** _ Print
__/__/__ date submitted __/__/__ date submitted application fee
__/__/__ date of status inquiry __/__/__ date submitted residency affidavit
__/__/__ date of acceptance

_ **Transcript** (original, unopened transcript from all institutions attended)
__/__/__ date requested transcripts from all previous institutions attended
__/__/__ date transcript sent during last term at FCCJ
__/__/__ date of final transcript sent after term completed

_ **Financial Aid/Scholarship**
__/__/__ date FAFSA submitted __/__/__ date SAR (Student Aid Report) received
__/__/__ date notified of financial aid decision by university
__/__/__ date Scholarship application submitted
__/__/__ date notified of Scholarship decision received

_ **Housing**
_ on-campus housing _ off-campus housing
__/__/__ date application sent (Include deposit when required.)
__/__/__ date accepted

_ **Immunization**
__/__/__ date immunization form submitted
_ immunization required
_ need immunization shots
_ proof of immunization submitted with immunization form
_ exempt from requirement

_ **Foreign Language Requirements**
_ two years completed in school (send high school transcript)
_ eight semester hours at college level
_ eight semester hours to be taken at university
_ exempt from foreign language credit requirements

_ **Program (Major) Requirements**
_ limited access (contact program for specific admission requirements)
If required:
_ completion of prerequisites
_ grade point average (GPA) requirements met
_ meet minimum cumulative GPA for admission to program of study
_ meet cumulative GPA in courses taken for program of study
_ meet grade requirements for designated courses
_ audition/portfolio requirement
_ ACT/SAT Test (if transferring with less than 60 credit hours or without an A.A. degree)
Some university programs may require an ACT/SAT test score, regardless of whether you have earned an A.A. degree

_ **CLAST**
__/__/__ date notified of CLAST scores

_ **Other**: _____
_ **Orientation date at university** __/__/__

NOTES: *The above process is designed for students transferring from a Florida public community college to a Florida public state university. This form may also be used for transfer to out-of-state institutions and Florida private institutions. However, not all steps may be required for those institutions (e.g., immunization, foreign language, and CLAST), and some institutions may have additional steps. Know the admission requirements of the selected university, including course requirements.**If you submit any application forms via World Wide Web, print and maintain a copy of your completed online application for your own records.