| **Item** | **Item Complete (✓)** | **Notes** |
| --- | --- | --- |
| Pre-Transfer |  |  |
| Maintain a strong GPA/grades at your home institution |  |  |
| Note important end of the semester/graduation deadlines |  |  |
| Attend pre-transfer events at your home institution |  |  |
| Identify & save important community contact information of home institution |  |  |
| Documents/Records |  |  |
| Confirm the receipt of admission/matriculation documents |  |  |
| Make copies of admission letters and important documents |  |  |
| Complete and save degree conferral process information (if graduating) |  |  |
| Save a copy of syllabi for transfer courses (just in case) |  |  |
| Save a copy of immunization records |  |  |
| Accounts and Payments |  |  |
| Confirm the receipts of payments and deposits for transfer institution |  |  |
| Confirm financial aid package information |  |  |
| Ensure access to personal banking |  |  |
| Settle accounts at home institution |  |  |
| Transfer Institution |  |  |
| Attend Pre-entry events/programs |  |  |
| Create packing list (if residential) |  |  |
| Identify on/off campus healthcare facilities |  |  |
| Know your move-in dates and housing deadlines |  |  |
| Get your student identification card |  |  |
| Get mailbox assignment, keys, & mail forwarding |  |  |
| Make your primary/secondary campus visits |  |  |
| Schedule an orientation/registration session |  |  |
| Other |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Next Steps:*** *Plan your timeline to accomplish checklist items at a reasonable pace that works for you.*