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COLLEGE TRANSFER CHECKLIST

Below is a checklist regarding some of the things you need to do to transfer credits and enroll at a South Dakota College or University:

Determine Major

- _____ Take a [career assessment test](#) to determine your interests.
- _____ Determine which [programs fit with your interests](#).
- _____ If you are unsure of a career choice, contact the institution for an appointment to discuss your options. See [College Admissions' Offices Contact List](#).
- _____ Academic Assessment. Some applicants are required to complete additional entrance exams. Applicants who are required to complete these exams will be notified.
- _____ Meet with an [adviser](#) to review the transfer of your credits and ask if there are any transfers agreements available in your major.

Situate Financial Position

- _____ Research [financial aid options](#) at your transfer school; contact the financial aid office to see if your current aid will transfer.
- _____ Submit your [FAFSA](#) (Free Application for Federal Student Aid) form and indicate your transfer school on the form. If already submitted, update your form to include your transfer school.
- _____ Consult with the transfer school's financial aid office to transfer any financial aid you already receive and submit any institutional financial aid forms.
- _____ Apply for a transfer [scholarship](#) at your transfer school (if applicable).

Register at a South Dakota college

- _____ Application Form. [Complete an application](#). Most of the institutions have on-line application forms.
- _____ Submit applications for admission, including degree program admission and housing applications.
- _____ Request official transcripts (from current and previously attended schools) be sent to your transfer school.
- _____ Obtain any transcripts for other types of credit, if accepted by your transfer school.
- _____ Complete all necessary paperwork to apply for graduation from your current school.
- _____ Finalize residence hall or other housing arrangements.
- _____ Educational Transcripts. Request that your official high school/college transcripts or GED certificate be sent to the institution. If your high school records are listed by a different name, have that institution place your current name on your transcript. Students presently in high school, submit partial transcripts if you wish to apply for admission into a program prior to your high school graduation. It is required that a final transcript of grades indicating graduation date be sent to the institution. Transcripts from some online high schools possibly may not be accepted. An official transcript is required from each college or technical school if transfer credit is desired. Contact the Admission Office for further information at your institution of choice - [Contact List](#).
- _____ Take any necessary placement exams or proficiency tests at your transfer college.
- _____ Register for classes and attend transfer or new student orientation at your transfer college.

Transfer College Credits

- _____ Determine [how your credits will transfer](#) to South Dakota colleges and universities.