Transfer Student Checklist

Application

☐ Complete the admissions application

☐ Include the application fee

This may range from $25-75, or contact the admissions office about fee waiver eligibility

☐ Request WCC transcripts

There are three (3) different methods to request a transcript.

1. Online: Login to your account and request an official copy, there is a $2.25/transcript processing fee
2. In-person: Fill out the transcript request form and return to Student Connection
3. Mail: Fill out the transcript request form and send by mail

**You will also need to send your transferring institution an updated transcript if you are currently taking classes at the time of your application

☐ Request additional transcripts

You will need to request official transcripts directly from every college you have attended in the past. Some schools may also require an official high school transcript and test scores for your admissions application.

☐ Letters of Recommendation

Your transferring institution may require letters of recommendation. It is beneficial to choose a faculty or staff member that knows you well and provide them with at least two weeks notice from when the letter of recommendation is due.

Financial Aid

☐ Complete the Free Application for Federal Student Aid (FAFSA)

Complete and submit the FAFSA for each upcoming school year: fafsa.ed.gov

☐ Institutional Financial Aid applications/forms

Your transferring institution may also require you to fill out an additional form or application to be considered for institutional grants, scholarships, department awards

Housing

☐ Apply for housing

Orientation

☐ Register for orientation

Questions about transferring? Text 734-219-3079 and get connected with Kelley Holcomb, Transfer & Articulation Coordinator