



## TRANSFER CHECKLIST

### 1 PLAN



**Get in touch** with your Columbia transfer specialist. To find out the representative assigned to your school or state, go to [colum.edu/admissions](https://colum.edu/admissions) or email [transfer@colum.edu](mailto:transfer@colum.edu).



**Attend a Transfer Info Session!** These events are specially designed for transfer students. Learn more about the transfer process, scholarship opportunities, admissions deadlines, and more.



**Create a profile at Transferology.com.** This free resource allows you to see how your courses will transfer to Columbia. Just enter all of them (including the courses you are planning to take and any AP, IB, and military credits) to see how they will fit into your future Columbia program.

Don't see your college or courses listed? No worries! Just email [transfer@colum.edu](mailto:transfer@colum.edu).



**Meet with your Transfer Specialist!** There are one-on-one appointments and virtual Transfer Chats for certain Illinois campuses. Appointments are a great time to talk about your Transferology results, to ask what courses to take next, ask about scholarships and more. Can't make an appointment? You can also call, text, or email them at any time.



**Come to our annual Open House!** This incredible event gives students the opportunity to tour academic facilities and residence halls, meet faculty from their department, network with other prospective students, chat with our admissions counselors, and get all your questions answered.

Our Open House also features a Transfer Suite where you can learn more about all things transfer.

### 2 APPLY



**Submit your application.** Fall and Spring applications open in early September. Admissions decisions can take 4–6 weeks, so the sooner you complete your application and send in your transcripts, the better.



**Complete your FAFSA** and add Columbia as a recipient (school code 001665). This will allow us to consider you for all grants, scholarships, and loans.

Spring students need to complete the 2021–2022 FAFSA and Fall students need to complete the 2022–2023 FAFSA.

If you are not eligible for the FAFSA, Columbia may be able to direct you to an alternative application. Please ask your transfer representative for more information.



**An official high school or GED transcript** must be submitted if you:

- earned your GED, or
- were homeschooled, or
- attended a non-US high school, or
- have earned fewer than 24 college credits at the time of application.



**Submit ALL official college transcripts.** For your application to be reviewed, you must have all transcripts from all institutions you have enrolled sent directly to Columbia.

High school and college transcripts can be sent electronically via transcript service or emailed to [admissions@colum.edu](mailto:admissions@colum.edu); or via postal mail to:

- 600 S. Michigan Ave., Suite 300, Chicago, IL 60605

You can contact your school's Registrar/Records Office for any help ordering transcripts.



**Submit a portfolio.** BFA and BMus programs require a portfolio to be considered for admission. If you are applying to our Fall semester as a BA student, you can submit a portfolio for scholarship consideration. Deadlines can vary based on your intended major. For more information about what your program requires for the portfolio, you can visit the links below:

- [colum.edu/bfa](https://colum.edu/bfa) for BFA and BMus programs
- [colum.edu/fra](https://colum.edu/fra) for BA and BS programs



**Check out our campus!** We have virtual and in-person tours, events, info sessions, and appointments to learn more about our campus, buildings, programs, and services.

### 3 DECIDE

- Review your official credit evaluation.** Once complete, your evaluation can be found on your Columbia Connect admitted student portal at [colum.edu/connect](http://colum.edu/connect). Look at how your credits are transferring in and if you have any questions or concerns, reach out to your transfer specialist.
- Review your financial award letter** and form a financial plan. If you completed your FAFSA, Columbia has received it and there are no verification steps to take, an award letter will be created for you within a few weeks of admission. You can use your personalized MyFinancials portal to check what documents may be missing and your next steps on securing aid.
- Schedule an appointment** with your transfer specialist to break down your award letter and to learn more about unsubsidized and subsidized loans, the Parent PLUS loan, Columbia's payment plan options, and more! You'll find the sign-up link on your Columbia Connect status page.
- Engage with us!** Columbia offers virtual and in-person events for admitted students: Current Student Panels, Admitted Student Mixers, Campus Tours, and more. See all of your options at [colum.edu/vase](http://colum.edu/vase).
- Tell us your decision!** If you are ready to commit to Columbia, complete the "Tell Us Your Decision" form on your Columbia Connect admitted student portal. Make your \$250 enrollment deposit to secure your spot and take the next steps toward enrollment. This is applied directly to your tuition charges and is not an extra fee.

### 4 ENROLL

- Complete the housing application (optional).** If you're planning to live on campus you'll need to fill out a housing application which opens early February for Fall students. Make the \$500 housing prepayment to finish your application.
- Accept your housing contract.** These are sent to students on a rolling basis beginning in June. You will need to accept your housing assignment within a specified amount of time to avoid losing your room.
- Complete the Registration Questionnaire (RQ).** This is the first step in building your first semester schedule. This is where you can provide your academic advisor additional information about your commute, preferences, and more. Once complete, it will be sent to your advisor who will build a schedule for you based on the credits you have earned, your answers from the form, and course availability.
- Acknowledge your schedule.** Within a few weeks of completing your RQ, you'll receive a notification that your schedule is ready. Log in to your Columbia Connect admitted student portal to acknowledge you received your proposed schedule. Work with your academic advisor to change your schedule if needed.
- Sign up for Orientation.** This amazing event prepares you to join the Columbia community. Engage with tutoring, student diversity and equity, student financial services, campus security, and more.
- Submit any missing documents** and complete next steps—immunization records, U-Pass and campus ID photos, and more. Stay up to date through your Columbia Connect admitted student portal to see what's missing, and what comes next.
- Send in your final transcripts.** To ensure you receive all of your credits, make sure you have a final copy of your transcripts sent once your grades are posted. You can check your uAchieve audit to see if/when your credits are received.
- Attend Convocation!** This is the moment you've been working toward! Convocation is the big welcome to campus. Meet other students, join student organizations and prepare to start your first semester. Welcome to Columbia College Chicago!

