**Transfer Checklist**

Please use the checklist below to assist you in making a smooth transition from LSC-Tomball to the university of your choice.

* **Research colleges to consider.**

When considering which university you may want to transfer to, you need to decide what criteria you will use to choose a school. Some criteria to consider: majors/programs offered, size, location, admission standards, housing, pricing, student life activities etc.

* **Meet with an advisor at LSC-Tomball for course selections.**

Once you have a list of schools you are considering, advisors can help you choose courses to take at LSC-Tomball that will transfer toward your major at the university of your choice. We can also help ensure you are aware of the necessary admissions standards such as meeting GPA and credit hour requirements.

* **Meet with representatives from the schools you are considering.**

While we are happy to help you plan your transfer from LSC-Tomball, it is always best to meet directly with representatives from the institutions you are interested in. They will be best prepared to answer any questions you have about their school. Representatives you can meet with include recruiters, admission counselors, and advisors. Check the LSC-Tomball Transfer Center website to know when schools are visiting the campus and coming to you! <http://www.lonestar.edu/transfer-tomball.htm>

* **Visit the schools you are considering.**

It is always a good idea to visit potential universities you are considering for transfer. You will be able to get a feel for whether or not the campus is a good fit for your educational goals.

* **Apply for admission.**

Once you have narrowed down your search, apply to the institutions you would like to attend. Remember, you can apply to more than one school. You will need to fill out the application for admission. If the school is in Texas, most likely you will use ApplyTexas.org to submit your application. Expect to pay an application fee at the time you submit your application. Many institutions will require an essay regarding your purpose for attending their college to be submitted with the application.

* **Send your official transcripts.**

Send your official transcripts from LSC-Tomball and any other institution you may have attended to your desired schools. Some schools may also require you to send SAT or ACT scores depending on the number of credit hours you have earned. If you apply and submit transcripts while you are still taking classes at LSC-Tomball, remember to submit another official transcript to your university with updated course completion grades at the end of the semester.

* **Apply for financial aid.**

Apply for financial aid by submitting the government form called the FAFSA at [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/). You may also need to submit a separate scholarship application for some institutions. However, it is important to note that many universities automatically offer transfer scholarships to students who meet requirements. This money is limited, so the sooner you apply for admission and financial aid to your school, the better your chances at receiving possible scholarship money.

* **Apply for housing if necessary.**

If you wish to live on campus, you should apply for housing as soon as possible.

* **Watch for your letter of admission.**

Keep a close eye out for your admission letters and any information that may come with them. You may be required to attend a transfer orientation session or send additional documentation to the college. Follow all directions carefully and in a timely manner.