

Transfer Checklist



TRANSFER CHECKLIST

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- Apply online at WWW.CUNY.EDU/APPLY** before posted deadlines: February 1 for fall; September 15 for spring.
If deadline has passed:
Bring the following to the One-Stop Center (room V-100). Call 718-368-4600 for hours.
 - Credit/debit card or check/money order made payable to CUNY/UAPC for \$70* application fee. (Cash **not** accepted.)
** If you are transferring from another CUNY college, inquire whether or not the application fee will be waived.*
 - Official College Transcript from all colleges attended (including CUNY colleges and College Now transcripts)
 - Standardized Test Scores
 - Official High School Transcript (*if you've earned less than 24 college credits*)
 - High School Equivalency Exam Scores & Diploma (*if applicable*)
 - Military Transcripts (*if applicable*)
- ADDITIONAL ITEMS FOR APPLICANTS EDUCATED OUTSIDE THE U.S.

 - Secondary School Transcript/ Statement of Marks
 - Official English Translations of Foreign Documents
 - TOEFL, IELTS or PTE Scores
 - Green card (if not a U.S. citizen)
- Complete the Free Application for Federal Student Aid (FAFSA)** online at WWW.FAFSA.GOV, even if you don't think you'll qualify for financial aid. NEED HELP? Bring your paperwork to the KCC Financial Aid Lab (room V-201).
- Submit proof of immunization for measles, mumps and rubella** to the **Health Services Office** (room A-108).
- Return Enrollment Commitment Form and deposit.** The link to the form will be in the acceptance letter sent to the email you listed on your application.

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- Schedule your Pre-Enrollment Appointment** via the link to the Pre-enrollment RSVP Form in the transfer letter sent to the email you listed on your application. You will meet with an advisor at the Transfer Success Center (room M-101) to review your transcripts, confirm your major, and receive a testing letter for the CUNY Assessment Test(s) (*if necessary*).
- If given a testing letter during pre-enrollment:**
 - Prepare** for the CUNY Assessment Test(s) by taking practice exams online: WWW2.CUNY.EDU/ACADEMICS/TESTING.
 - Take CUNY Assessment Test(s).**
 - After the test**, you must **return to the Transfer Success Center** (room M-101) to make an appointment for a future date to register for your classes.
- Register for classes.** Meet with a Transfer Advisor on your appointed date and time to review your transfer credit evaluation, your Degree Works audit, and your academic advisement plan.
- Check your CUNYfirst account for billing.** If required, pay your bill at the Bursar's Office (room A-205).
- Get your official KCC college I.D.** Go to Public Safety on the 2nd floor of the library (room L-202).
- OPTIONAL: To purchase a parking permit**, bring your college I.D. and a check or money order to the Bursar (room A-205). NOTE: Your Bursar account must be cleared.
- Attend orientation.**