

Transfer Process “To Do” List

The Transfer Process can be complicated, but by developing a [Transfer Plan](#) you will be in charge of your education and career path. The following “To Do” list will assist you with your tasks to complete your transition to a four-year university successfully.

1. Plan Early

- Meet with an academic counselor
- Decide on your interest area
- Select your major – if undecided on your major, you may
 - Take Career 137 course
 - Use tools available at [Career Services](#)
 - Attend workshops and events on campus
- Explore and decide on Universities that you plan to apply to
 - Attend the Transfer Center Workshop – “Transfer Options and Choosing a University”
 - Participate in workshops and events by other programs at Cañada College
 - Attend virtual and in-person campus tours
 - Meet with the university representatives
 - Meet with a counselor to explore options
- Develop a Student Educational Plan (SEP) – it is okay to be undecided at first, make initial plan for basic transfer requirements
 - Complete transfer level math and English courses as soon as possible

2. Learn about transfer, admission, and program requirements

- Meet with a counselor
- Review information provided on the Transfer Center Web site
- Learn about the General Education options and requirements
- Learn about your major at the universities whether they are impacted
- Attend Transfer Center Workshop, “Impaction and ADT”
- Attend Transfer Day to speak with universities
- Explore Transfer Universities
- Take Career 110
- Use www.ASSIST.ORG to review major requirements
- Explore other [Articulation and transfer agreements](#) Cañada has with universities

3. Prepare

- Plan and complete the major course requirements – especially if the program is impacted
- Complete the required General Education Breadth
- Start UC Transfer Admission Planner (TAP) - if you are interested in applying to UC Campuses
- Work with your counselor to find and include course requirements for UC Transfer Admission Guarantee (TAG) and/or Associate Degree for Transfer (ADT) in your Student Educational Plan
- Complete TAG application
- File petition for ADT (if applicable)
- Attend a TAG workshop
- Maintain a competitive transferable GPA for admission and the program
- Participate in transfer events provided by STEM, ESO Adelante and other Programs at Cañada
- If possible, participate in the Honors Transfer Program
- Plan to pay for higher education
 - Learn about the cost of attendance
 - Learn about available resources (financial aid and scholarships)
 - Attend workshops offered by Transfer Center and Financial Aid Office
 - Take Career 300 – introduction to Scholarships

- Review [Financial Aid website](#)
 - Meet with University Representatives – they offer virtual advising to Cañada students
 - Visit the University Campuses that interest you (in person or virtually)
 - 4. Apply
 - Apply to four-year universities during the priority application period and submit all required documents by deadline dates
 - Attend workshops and Transfer Center drop-in hours to learn about how to complete the applications and to review your application before submitting:
 - CSU and UC Application
 - UC Application
 - Personal Insight Questions
 - Common Application
 - Supplemental application
 - Attend the “Next Step” workshops to learn about the final steps before you enroll at a university
5. Stay on the top of your transfer plan
 - Meet with your counselor often
 - Complete the “[Contact Information form](#)” to receive transfer related information from the Transfer Center

You may also review the [Transfer Success Check List](#) that includes suggested timeline for your transfer “To Do” list.

You Can Transfer!

