

Transfer Services

What does Transfer Services do?

- Bring university representatives from transfer institutions on campus for tabling and information sessions. There are typically one to two university representatives on campus each week.
- Put on various transfer events.
- Provide 1-to-1 meetings to answer questions about transfer such as admission requirements, how credits transfer, the application process, etc. It is recommended to schedule an appointment time with your transfer. Appointments are available on a walk-in basis based on availability.

What is the Transfer Process?

We strongly encourage you to meet with your Lee College transfer coordinator and Academic Advisor each semester to ensure you are on track for successful transfer. Discuss transfer admission processes, see how your Lee College courses transfer to various universities, and ensure that you are getting access to the right resources and contacts at your desired transfer institution.

The Transfer Process

General Overview of the Transfer Process



1. Pick a degree plan at community college based on the field you want to work in, and/or field that interests you. (Unsure? Start working on your basics (core curriculum) while doing research on different job opportunities in different fields. Complete a career assessment.)
2. Once you have selected a degree plan, make sure the courses you are taking for your associates degree will transfer to the university you want. (Unsure? Start doing research NOW! Submit inquiries through the university's websites for information on the university or specific degrees offered, attend information sessions or tabling events, attend transfer events, etc. to gather as much information as possible to help you make your decision). Meet with your academic advisor at Lee College, and prospective advisor at the university you are interested in each semester to make sure you are not taking any unnecessary courses.



1. In your final few semesters at Lee College, start getting ready to transfer. Review application deadlines and admission requirements for your university. (Unsure? Get connected with the transfer coordinator at the university to learn more about what is required)



1. Apply to your university as soon as the application opens up and submit all necessary documents based on the university's application requirements. Submit FAFSA as soon as it opens up for the academic year you plan to start at the university.
2. Submit ALL official transcripts (all colleges or universities attended, AP credit, etc.) at the time you submit your application. Submit your official transcript at your current institution again as soon as you finish your final course.
3. Wait for the admissions decision! This can take anywhere from weeks to a few months, depending on the school.
4. Upon acceptance, follow all next steps listed by the university. Attend orientation session for transfer students and schedule a meeting with an academic advisor at the university. Register for on-campus housing and meal plans (often optional for transfer students).
5. Enroll in courses based off the advisement from your university academic advisor.
6. Accept financial aid award according to your expense. Decline any excess Financial Aid (optional but highly recommended if they are loans you need to repay). Apply for scholarships for potential additional funding options.

Transfer Tips

Tip 1: Start researching if you are intending to transfer to a 4-year degree. This will ensure you are not taking any unnecessary credits

Tip 2: Start with your end goal in mind and work backwards.

What job/field do you want to work in? —> What degree(s) does that job/field require?
 —> What universities offer that degree? —> What are the degree requirements? —>
 How do my Lee College credits apply?

Tip 3: Stay connected with your Lee College transfer coach and academic advisor, as well as the Academic Advisor for the four-year degree you will be transferring to. This will ensure that you are not taking unnecessary credits

Tip 4: Remember that everyone's transfer experience is DIFFERENT

What to Look for When Transferring

- Does this school offer the degree(s) in which I am interested?
- What are the admission requirements for transfer students?

- What is the tuition rate? What is my financial aid package?
- Does this school have transfer scholarships?
- Can I see myself attending this university? Do I like the campus?
- Does this school have the resources and programs I need?
- How do my credits transfer?

Next Steps

Next Steps: Once you have been accepted to your university

- Get to know the different resources on campus (Academic services, tutoring services, counseling services, disability services, veteran services, etc.).
- Explore different engagement opportunities to supplement the university experience: clubs, student groups, volunteer opportunities, research opportunities, etc.

Transfer Services at Lee College is here to assist you in your journey into higher education. If you are planning on transferring to a university once you have completed your degree or prerequisites at Lee College, stop by the Advising and Transfer office to schedule an appointment with the Transfer Coordinator. Transfer Services is here to assist with any aspect of the planning process, from exploring different university options, to walking through the application process. Let us aid you in developing a plan so that you can register with transfer in mind!

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