



Transfer Student Checklist

As early as possible:

Meet with College of Education (COE) [advisor](#) AND CC advisor when you FIRST start college to plan for AGEC/Associate requirements in first two years and be on track for COE program and application

In your last full semester at community college (CC):

- Apply for AGEC (in-state) and Associates (if applicable) with CC advisor in last semester (see CC advisor early for deadlines)
- Apply to UA early in your final semester: admissions.arizona.edu/transfer
- Get connected with the Transfer Student Center: transfer.arizona.edu
- Apply for [FAFSA](#) Jan-Mar; indicate to send your information to the UA: fafsa.ed.gov
- Apply for COE professional admission by 2nd Friday in February to start in fall for all programs (or by 2nd Friday in September for Elementary to start in spring)
- Receive your admission letter from UA with your PIN and ID number 4-6 weeks after applying to UA
- Follow instructions to complete all Next Steps, especially immunization records (writing and math placement not required if you have preapproved transfer work): nextsteps.arizona.edu
- Stay in touch with COE advisor throughout admission process: 520-621-7865 (save this number!)
- Apply for scholarships after admission (March): scholarshipuniverse.arizona.edu
- Have transfer coursework evaluated if needed
 - Math: math.arizona.edu/academics/placement/credits/request
 - Writing: english.arizona.edu/writing-program/transfer-credits-and-dual-enrollment
- Meet with Honors advisor (if applicable) for Honors requirements and options
- Meet with COE advisor for course registration (after admitted and Next Steps done)
- Request an official transcript be sent to the UA after final grades AND certificates post to transcript
- Create a resume: www.career.arizona.edu/student/resumes/resume-letter-writing-guide
- Start looking for campus jobs (if applicable): www.career.arizona.edu/joblink

Gearing up for your first semester at the UA:

- Log in to uaccess.arizona.edu to review your schedule and accept any loans you might need
 - Complete all items in "To Do" list (right-hand side of student center screen)
 - Register for any additional courses you might need per your advisor
 - Click on Financial Aid Authorization for loan information
 - Your booklist is linked on the right-hand side
- Download the UA Mobile App: www.arizona.edu/apps - use it for campus maps, the phonebook, tracking your classes, and more!
- Attend Transfer Welcome before classes begin (register in Next Steps)
- Write down all dates & deadlines in your planner: www.registrar.arizona.edu/schedules/dates.htm
- Make sure you are on our college listserv and check your UA email regularly!
- Only use your UA email address for communicating with professionals on campus
- If you want to try getting into a closed class:
 - Email the professor or contact the department in advance
 - The best way to add is by checking UAccess multiple times per day
 - Take a [Change of Schedule form](#) to the first day of the class; if the instructor signs it, take it to the Registrar's Office ASAP (it is only valid for 5 days)
 - If you add a class after the first day, it will not be available on D2L until the next day

Your first UA semester!

- [Register your bike](#) with [Parking & Transportation](#) (or buy a parking permit) and use U-locks only
- As you enter any class, read the door and front board for course/room change announcements
- Check in with COE advisor by email or appointment during the first few weeks of the semester
- Get involved with COE: www.coe.arizona.edu/students/prospective/opportunities
- Connect with campus resources and organizations: [ASUA](#), [Career Services](#), [Clubs & Greek Orgs](#), [Cultural Centers](#), [Disability Resource Center](#), [Leadership Programs](#), [LGBTQ Affairs](#) and [Pride Alliance](#), [Think Tank](#), [Transfer Student Center](#), [Women’s Resource Center](#), [VETS](#), and more!
- Meet with COE advisor** for priority advising (check listserv emails for dates) if Pre-Ed, LLL or RHB (off campus courses for Mild-Mod, ECE, and ELEM will be registered by program coordination office)
- Walk in advising** is available Mondays through Fridays, 9-10am and 1-2pm

General tips:

- o Meet with your COE advisor at least once per semester (and your [Honors advisor](#) if you have one)
- o Stick to your advising plan!
- o Check your UA email regularly!
- o Check D2L news regularly for updates from your instructors: d2l.arizona.edu

Additional checklist for specific majors:

Pre-Education (not yet professionally admitted)	Professionally Admitted (ELEM, ECE, Mild-Mod)	LLL and Rehab majors
<input type="checkbox"/> Get IVP fingerprint clearance card ASAP!	<input type="checkbox"/> Keep IVP fingerprint clearance card with you at all times	<input type="checkbox"/> Utilize Career Services! Career.arizona.edu
<input type="checkbox"/> Apply for our placement program by your first week at the UA to obtain 60 hour classroom requirement <input type="checkbox"/> IVP fingerprint card required <input type="checkbox"/> Take recommendation forms with you	<input type="checkbox"/> Meet with your advisor during priority registration in your first semester at the UA for your off-campus check	<input type="checkbox"/> Talk with your advisor about possible Study Abroad or National Student Exchange experiences <input type="checkbox"/> studyabroad.arizona.edu <input type="checkbox"/> nse.arizona.edu
<input type="checkbox"/> Plan for a summer Study Abroad if desired: studyabroad.arizona.edu	<input type="checkbox"/> Continue checking your UA email while off campus for important updates and opportunities	<input type="checkbox"/> LLL – look into internships for the following semester: www.coe.arizona.edu/L3internship

If you have any questions or concerns, never hesitate to contact your COE advisors!

Call 520-621-7865 to schedule an appointment