

Steps to Transfer/Transfer Timetable

0-12 Credits

- Be sure that you check which program or major you are in: Is it a transfer program (A.A. or A.S.) or a career program (A.A.S.)? Which kind of degree is most likely to transfer?
- Clarify your interest and goals by meeting with your Student Development Specialist (Counselor).

13-30 Credits

- Begin exploring the resources available to you: reference guides, a college search, catalogs.
- Identify schools that you are interested in. Talk to anybody and everybody who can give you accurate information.
- Read catalogs, brochures, and any material that you can find.
- Initially identify about 6-10 schools to write to for information such as a catalog, application, financial aid papers. Check their web pages for more information, most institutions offer on-line applications.

31-45 Credits

- Check [College Recruitment Visits](#) for on-campus visits by four-year colleges and universities. Also check for Transfer Student Open Houses offered by colleges on their campuses (this information is available on their web sites and NJ Transfer).
- Attempt to visit the colleges you have chosen. If visiting is not possible, call their Admissions Offices with a list of questions you would like to have answered.
- Be aware of application and financial aid deadlines and apply as early as possible. Application deadlines for NJ transfer schools.
- Send in your applications and recommendations to the colleges you have selected. Applications for most New Jersey schools are on-line. Arrange for your transcripts to be sent from Brookdale, from any previous colleges you have attended and, if necessary, from your high school. Be sure your transcript reflects your most recent grades earned.

46-61 Credits

- Apply for Brookdale graduation before the deadline.
- If you have not already done so, mail your applications immediately.
- After you graduate, request a transcript be sent that includes final grades and shows graduation.
- Wait to hear from the colleges and respond to acceptance by the stated deadlines.

If you have any transfer questions or problems, [contact your counselor](#).