

Transfer Application Guidelines and Tips

Getting started with the application:

1. Go to the TRANSFER admissions webpage of the 4-year school that you are interested in applying to and you will find the link to the transfer admission application for that school. For example, if a 4-year school uses something like the Common Application, then the link will route you to the Common Application website.
2. It is important that you are viewing TRANSFER-related information and not freshman information on these 4-year school websites, especially since they have different application deadlines for transfer admission VS freshman admission.
3. A deadline means “deadline”- all required materials should be RECEIVED by the 4-year school by the deadline date. Plan ahead to give yourself enough time to complete the ENTIRE process as it often requires more than just submitting the online transfer admission application. Also, the actual application is NOT something that you typically complete in one sitting. Often, students need to work on it, save their progress, and come back to it later.
4. There is NOT a different admission application for GUARANTEED transfer admission VS COMPETITIVE/REGULAR transfer admission. ALL students complete the same transfer admission application for that 4-year school.

Requesting official transcripts:

1. There is often a small fee associated with requesting an official transcript.
2. To request your PVCC official transcript, go to <https://www.pvcc.edu/student-services/transcript-request> and follow the instructions for how to request an official transcript via Parchment.
3. You must request an official transcript (to be sent to the 4-year school) from ANY prior college- regardless of whether or not you have “useful” credit from that prior college. This includes different transcripts from different Virginia community colleges.
4. If you have Advanced Placement (AP) credit that you want to use, you must request an official transcript (to be sent to the 4-year school) from the College Board (the company that manages AP).
5. Most 4-year schools still require transfer students to submit an official HIGH SCHOOL OR HOME SCHOOL transcript (or proof of completion). You would request that transcript directly through your high school or home school location.
6. If you have any difficulty requesting an official transcript from somewhere, contact the admissions office of the 4-year school you are applying so that they are aware of your situation.

Other possible materials (in addition to the transfer application and official transcripts):

1. Most 4-year colleges only require the transfer application and the official transcripts from your current school and any prior college and high school coursework/transcripts. However, some may require (or encourage) students to submit other supporting documentation.
2. Letters of recommendation: For most 4-year schools, this is optional. Think of someone who can really speak about you personally, specifically your work ethic and character. As a courtesy, give

your recommender sufficient time when making a request to them for a letter of recommendation. Some 4-year schools have an option for the recommender to submit their letter via the application while some recommenders just email it in directly to the admissions office of the 4-year school on behalf of the student- as long as the admissions office receives it by the application deadline. Unless the 4-year school provides a specific requirement, there is no need to provide more than 1-2 letters of recommendation.

3. Common App College Report: For most 4-year schools, this form is optional; however, there are some schools that require it (and that should be outlined on the individual school's transfer admissions webpage). If required, complete the student portion of the form (with signature) and drop off the form to the PVCC Admissions and Advising Center so that a PVCC administrator can complete the rest of the form and submit it to the school on behalf of the student. (You can also email the form to Admissions and Advising through admissions@pvcc.edu.) Make sure to indicate what schools you want the completed form to be sent to.
4. Mid-term (or Mid-semester) Report: For most 4-year schools, this form is optional. This is a way for 4-year schools to see how you are performing (so far) in the current semester. If you need to submit this form, you will need to contact your individual instructors to get the information needed to complete the form. Then, you are responsible for submitting it on to the 4-year school. Most students use the Mid-term Report Form from the Common Application website.

Transfer application fee waivers:

1. Most 4-year school transfer applications require the student to pay a fee at the end of the application to submit it.
2. Most students who are financial aid-eligible (or typically PELL-eligible) can request an application fee waiver.
3. Every 4-year school may handle the fee waiver process slightly differently, so reach out to the individual admissions office of each 4-year school to find out what they need for this request.

Other tips:

1. If the transfer application requires an essay, make sure you proofread that essay. It's just as much about HOW you write your essay as it is WHAT you write about. Reach out to the PVCC Writing Center if you need essay assistance.
2. Put EVERYTHING into your application. You may not think that "random" part-time job is important, but it is part of who you are and shows how you spend/manage your time outside of school.
3. If you are unsure what section of the application to put something in (such as an award/recognition or an extracurricular activity), just put it SOMEWHERE on the application. As long as it's somewhere in the application, it is ok!
4. Make sure you are applying for financial aid at the same time you complete your transfer application so that you can receive your financial aid package at the same time as your admission decision.
5. We recommend that you consider applying to multiple 4-year schools...a reasonable amount of schools, of course- don't overdo it!