

# Montgomery College Business Transfer Checklist

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Use this checklist to help keep organized and to ensure a smooth and successful transfer from Montgomery College to your next college or university.

## Explore:

- Visit the MC transfer site for scholarship information and more: [www.montgomerycollege.edu/transfer](http://www.montgomerycollege.edu/transfer)
- Do your major and career aspirations match up?
- Have you researched four-year schools that offer your degree of interest?  
[www.collegenavigator.com](http://www.collegenavigator.com) is a great resource as well as <https://www.niche.com/colleges/search/all-colleges/>
- Did you know that MC has transfer agreements with four-year schools? Some include benefits such as guaranteed admission or transfer scholarships. For more information, visit <http://www.montgomerycollege.edu/agreements>

## Information:

- Have you spoken with the colleges that interest you? It is helpful to speak directly with counselors at four-year schools.
- Have you looked up admission/tuition information on the websites of your schools of choice?
- Make a list of necessary documents you need when applying (college and high school transcript, SATs, etc.)
- Have you requested an admissions packet, including an application, or looked online for the application?
- Be aware of the Admission and Financial Aid deadlines at the schools that you are applying to.
- Are you taking the correct courses to meet the general education, major, or elective requirements for your next school?

## Applying:

- Have you applied to graduate from MC? Fall: June 2 – Oct. 1; Spring: Oct. 2 – Feb. 15; Summer: Feb. 16 – June 1  
<https://www.montgomerycollege.edu/documents/admissions-registration/graduation-application.pdf>
- Have you applied to the four-year schools you are considering? <https://www.commonapp.org> and <http://www.coalitionforcollegeaccess.org>, or the direct Website of the college are your application submission points.
- Did you request that your official transcripts be sent to all colleges you are applying to? This process can take a few weeks so don't wait! <https://www.montgomerycollege.edu/admissions-registration/student-resources/request-mc-transcript.html>
- Are high school transcripts required by the four-year school? If so, have you contacted your high school?
- Are SATs or ACT scores required? Many schools waive these test requirements with 30 or more completed college credits, or by earning an Associate's degree.
- Do you have a resume? For guidance on writing a stellar resume, visit <http://bit.ly/weiserresumeworkshop> or <https://www.montgomerycollege.edu/life-at-mc/student-career-and-employment-services/index.html>
- Have you selected faculty members for your letters of recommendation and provided them with the necessary information at least two weeks before your due date? Recommenders will need:
  - Recommendation forms (if required). Most recommenders need at least one week advance notice
  - Due date
    - All items must be in before the submission deadline. The priority deadline is the deadline you should plan on applying by to improve your chances of getting in.
  - Resume
  - Make sure to follow up to make sure the letters have been sent and to thank recommenders for their help
- If you are required to complete an essay or personal statement, do it in a timely manner and double-check to make sure it is error-free. It should focus on your personal story and responding to the question asked.
- Have you paid the application fee? You may request a fee waiver from each school, which may or may not be granted.
- After applying, make sure to ensure all application materials have been received before the deadline.
- Send in final copies of your transcripts with your last semester grades, and if you are graduating, your graduation date.