

# A Checklist for Students who Wish to Transfer From College of DuPage

If you plan to transfer from College of DuPage to another college or university, you will need to start planning early and manage the required paperwork. Our office of Counseling, Advising and Transfer Services is here to answer your questions. Contact us at (630) 942-2259 or at [transferservices@cod.edu](mailto:transferservices@cod.edu).

## REQUIRED DOCUMENTS

- Official College of DuPage transcripts
- If applicable, official transcripts from all other colleges and universities attended, even if you have all “W” grades
- Official high school transcripts and ACT/SAT scores (only if required by the university or if you have fewer than 30 transferrable credits)
- Official Advanced Placement scores or International Baccalaureate grades (Consult with transfer destination before sending to understand how credit will transfer.)
- Resumé or summary list of clubs and organizations, activities and achievements
- Parent Information (demographic, employment, financial)
- Military service information if you are a veteran (Have your Joint Services or Community College of the Air Force transcript accessible.)

All students can transfer their credits regardless of citizenship and residency status. Here are items to note when applying as an international student, U.S. citizen, or undocumented/DACA student.

- If you are an international student or have a visa, you will typically complete the international student application. Work closely with the transfer destination to ensure you meet their requirements. All other students will complete the undergraduate transfer application.
- If you completed high school and/or some college abroad, you may have additional steps to meet and should connect with the transfer destination for details.
- You will need your Social Security number to apply if you are a legal permanent resident or U.S. citizen.

**NOTE:** DACA or undocumented students are not international students and are required to complete the domestic undergraduate transfer application. If you do not have a Social Security number, enter all zeros in its place. Public institutions may require additional affidavit questions.

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# A Checklist for Students who Wish to Transfer From College of DuPage (*cont.*)

## FAFSA AND RISE ACT APPLICATIONS

All citizens and legal permanent residents must complete the FAFSA application to be considered for financial aid at their transfer institutions.

Without FAFSA, transfer schools will not provide additional assistance beyond a merit scholarship. For more information about FAFSA, visit [studentaid.gov](http://studentaid.gov).

**Please note**, if you are younger than 24, you will need your parent(s) financial information to complete your FAFSA.

DACA and undocumented students in Illinois can receive state aid through the RISE Act. For details and eligibility requirements, visit [ISAC.org](http://ISAC.org).



## ADDITIONAL MATERIALS

*Requirements vary by institution. Check your transfer destination to see if you will need additional materials.*

**Letters of Recommendation** — Usually, universities require that letters be written by faculty. Please allow teaching or counseling faculty ample time (at least 3 to 5 weeks) before the application deadline. Once faculty has agreed to write letters, assist your writer by providing the following materials:

- Details about the nature and purpose of the opportunity, including copies of the application for the university, program, scholarship or internship
- A summary of your career and educational goals
- A description of pertinent personal accomplishments, work or research experiences
- A resumé or list of your activities (sports, organizations, leadership and volunteer positions)
- A deadline for submitting the letter of recommendation
- Instructions regarding how and where to submit the letter (electronically or as a hard copy)

**Personal Statement or Essay** — Be sure you understand what the prompt is asking. Remember to write drafts and consult with the College of DuPage Learning Commons for support.

# Step by Step: How to Transfer from College of DuPage

Are you planning to transfer from College of DuPage to further your academic aspirations? Early planning is key to your success. This checklist breaks down the transfer process according to the number of credits earned and outlines your steps for a smooth transfer to the college or university of your choice.

## 0 – 15 Credits Earned

- Meet with a COD counselor or program advisor to develop an academic plan. Schedule an appointment by calling (630) 942-2259.
- Explore admission requirements of transfer schools and attend COD transfer events.
- Create a Transferology.com account to track how courses at College of DuPage could transfer to your top five schools. (To utilize this, transfer schools need to participate in Transferology.)
- Connect with representatives from your top five schools to schedule a campus visit.
- Become a strong transfer and scholarship candidate by excelling in your classes and getting involved on campus.

## 16 – 30 Credits Earned

- Commit to a plan of study and explore COD's transfer pathways.
  - Understand transfer admissions and course requirements.
  - Explore College of DuPage transfer guides and partnerships.
  - Check-in with COD counselors to review and update your academic plan.
- Attend a Transfer Workshop to learn more about the transfer process and how to best prepare your applications.
- Update your Transferology account with your current courses.
- Narrow down your list of transfer destinations by utilizing transfer resources.
- Join the Phi Theta Kappa college honor society, if eligible for membership.

## 31 – 44 Credits Earned

- Meet with your COD counselor or program advisor to monitor progress on required coursework.
- Start preparing to fill out admission applications.
  - Gather materials and seek clarification on questions you may have.
  - Visit the Learning Commons for assistance with admission essays.
  - Approach faculty for references and letters of recommendation.
  - Update your resume with help from the Career Services Office.
- Complete your FAFSA or RISE Act application to include the school(s) where you will apply.
- Explore and apply for scholarships.
- Request official College of DuPage transcripts online. If you attended another college, you also will need to request official transcripts directly from that school.

## 45+ Credits Earned

- Conduct a final check of your progress and meet your COD counselor or program advisor to review requirements for graduation and transfer. Complete your intent to graduate form (if eligible to graduate from COD).
- Visit your transfer school(s) — attend a class, meet with faculty or speak with current students to help you make your final decision.
- Compare all acceptance and financial aid award letters and choose your transfer school.
- After your final grades and degrees post, request that College of DuPage send your final, official transcript to your chosen transfer school.
- Complete enrollment steps outlined by your transfer school.
- Share your transfer destination and feedback with COD's Counseling, Advising and Transfer Services at [bit.ly/CODTransferSuccess](https://bit.ly/CODTransferSuccess).

**For more information,** visit [cod.edu/transfer](https://cod.edu/transfer) or contact [transferservices@cod.edu](mailto:transferservices@cod.edu).



# TRANSFER STUDENTS!



## ARE YOU READY TO APPLY?

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### Gather Your Application Materials

- Official high school transcripts.
- Official Triton transcripts.
- If applicable, official transcripts from all other colleges and universities attended, even if you have all W grades.
- ACT/SAT scores, required if you have earned less than 30 credit hours.
- AP or IB credit, access to official scores.
- Parent Information – demographics, work, financial.
- Residency, citizenship and/or visa information.
  - If you are a U.S. citizen, you will need your Social Security number to apply.
  - If you do not have a Social Security number at the time of application, you will enter all zeros in its place.
- NOTE:** DACA or undocumented students are not considered international students in Illinois and are required to complete the domestic student application.
- If you are a veteran, your military service information (have your joint services transcript accessible).

### Additional Materials

Requirements vary by institution, check your transfer destination to see if you will need additional materials.

- Letters of recommendation.
- Personal statement or essay.
- Resume or list of clubs and organizations, activities and achievements.

### FAFSA & RISE Act Applications

- If you did not receive money from FAFSA at Triton, you still need to complete the application. Transfer schools will not provide additional aid beyond a merit scholarship without FAFSA.
- If you are under 24 years old, you will need the financial information of your parent(s) to complete the FAFSA.
- If you are older than 24 years old, you need to report only on your own finances, parents are no longer applicable.
- Not eligible to apply for FAFSA? Check to see if you meet the requirements for RISE ACT (visit ISAC.org).



# Transfer Milestones

## MILESTONE ONE (0 to 15 credit hours)

- Meet with an academic advisor to create an academic plan with general education and transfer electives.
- Complete our career assessment to explore future careers and how they connect to academic programs – [triton.emsicc.com](http://triton.emsicc.com).
- Explore transfer schools and admission requirements.
- Understand how to navigate your Triton student portal and student email, program evaluation and student planning tools.

## MILESTONE THREE (31 to 44 credit hours)

- Run a degree audit in your student portal and review with your academic advisor.
- Visit transfer schools and meet with a transfer admissions counselor.
- Begin or complete university applications:
  - Review personal statements and essay requirements.
  - Seek scholarship opportunities.
  - Approach faculty for letters of recommendation, if needed.
- Add transfer destinations to your FAFSA or RISE Act application.
- Understand the official transcript request process with Records – [bit.ly/36eBqCq](http://bit.ly/36eBqCq).

## MILESTONE TWO (16 to 30 credit hours)

- Commit to a plan of study, explore the pathway to transfer:
  - Understand transfer admissions and course requirements.
  - Explore the Triton College transfer guides and partnerships.
- Attend Transfer Center events and the Transfer 101 Workshop – [bit.ly/TrxWorkshop](http://bit.ly/TrxWorkshop).
- Create a Transferology account to understand how your courses transfer.
- Become a strong transfer and scholarship candidate – join PTK and continue to get involved on campus.

## MILESTONE FOUR (45+ credit hours)

- Complete transfer applications and scholarships by their deadlines.
- Apply to graduate from Triton by the deadline (if eligible to graduate).
- Visit your transfer school(s) as an admitted student – sit in a class, meet with a faculty member, or speak with current students to assist you in making your final decision.
- Compare tuition award letters.
- Send in your commitment deposit to the transfer school you will be attending.
- Attend New Student Orientation at your transfer school and get registered.
- Share your transfer destination with the Transfer Center – [bit.ly/TxrSuccess](http://bit.ly/TxrSuccess).
- When grades post at the end of the semester, send your final transcripts to your transfer school.
- Stay in touch with Triton College Alumni Association:  
[signup.e2ma.net/signup/1728843/1718672/?v=a](http://signup.e2ma.net/signup/1728843/1718672/?v=a)

For more information, please visit [triton.edu/students/transfer-center](http://triton.edu/students/transfer-center).



There's  
a place  
for you.



**Triton College**  
triton.edu