



## Considering Transferring from Cortland? A Checklist To Follow

1. \_\_\_\_\_ Speak to your family about your decision. What is your motivation to transfer – choosing a major Cortland does not offer? Social issues? Location from home?
2. \_\_\_\_\_ Speak with your academic advisor about your motivation for transfer. Is SUNY Cortland still an option? Are there resources available that would make your experience at Cortland better? (Residence hall staff, academic support, getting involved on campus, etc.)
3. \_\_\_\_\_ Identify colleges (and majors at the institution) that you are considering.  
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4. \_\_\_\_\_ Make contact with the institutions and gather information.
  - Review the colleges' websites and admissions materials.
  - Talk to friends or other students currently attending the institutions.
  - Research the application process:
    - a. What are their deadlines?
    - b. What are their criteria (GPA, etc.) for transfer students?
    - c. Gain an understanding of how your completed coursework will transfer to your new institution to meet requirements. What are their policies on transfer credits?
  - Consider the new institution's expectations (academic, internships, residence requirements, etc.).
  - Consider costs to attend new institution.
5. \_\_\_\_\_ File application(s).
  - It is highly likely that you will need to send an "official" transcript from SUNY Cortland with your application. Contact the Registrar's Office to have one sent directly to the other institution. If you do enroll at a new institution, be sure to send a final transcript after all grades from SUNY Cortland have been posted.
  - In addition to your SUNY Cortland transcripts, you will need to send the new institution your high school transcripts, AP or CLEP scores, and transcripts of other colleges attended.
6. \_\_\_\_\_ Speak to your advisor in the Financial Advisement office.
  - FAFSA – Have you identified the new institution(s) on the form?
  - Research if any scholarships you have will follow you if you transfer.
7. \_\_\_\_\_ Meet with your academic advisor for advisement for Cortland classes for the following semester in case transfer does not happen. Register at your time-ticket for courses. (Upon withdrawal, your course schedule at Cortland will be dropped.)
8. \_\_\_\_\_ After you have been accepted at the new institution and your decision to transfer from Cortland is 100% final, contact your Associate Dean's Office to fill out an "Official Withdrawal from College" form to indicate that you will not return to SUNY Cortland. If you are living on campus, contact Residential Services to terminate your housing.

Academic Advisor  
Associate Deans Office

- Contact information available on myRedDragon  
- Arts & Sciences, Old Main, Room 125, (607) 753-4314  
- Education, Education Building, Room 1239 (607) 753-5431  
- Professional Studies, Studio West, Room B-1, (607) 753-2702  
- Miller Building, Room 205, (607) 753-4717  
- Miller Building, Room 225, (607) 753-4702

Financial Advisement Office  
Registrar's Office