

# Thinking about transferring from Hartwick?

**Transferring to another college is a big decision—and one that should, ideally, involve the same level of research and reflection you went through in deciding to come to Hartwick. Here’s a checklist that will be helpful in this process:**

1. \_\_\_ Speak to your family about this important decision. Discuss your reasons: do you want to pursue a major not offered at Hartwick? Are there social issues? Is the location a problem?
2. \_\_\_ Speak with your academic advisor or other faculty/staff about your reasons for transferring. Are there resources available that would make your experience at Hartwick better? Have you explored all options at Hartwick (for example, Individual Student Programs, tutoring or other academic support at the Loft, discussions with Residential Life staff)?
3. \_\_\_ If the major reason that you’d like to transfer is financial, contact the Financial Aid office to explore your options.
4. \_\_\_ Identify colleges that you are considering, as well as the majors offered.

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5. \_\_\_ 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:
    - What are their deadlines?
    - What are their criteria (GPA, etc.) for transfer students?
    - 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.

6. \_\_\_ File application(s).  
Most colleges and universities will require an “official” transcript from Hartwick with your application. Contact the Office of Advising and Registration (4<sup>th</sup> Floor, Dewar) to have one sent directly to the institution (the cost is \$5). If you do enroll at a new college/university, be sure to send a *final* transcript after all grades from Hartwick have been posted. In addition to your Hartwick transcripts, you will most likely need to send to your new institution your high school transcripts, AP or CLEP scores, and transcripts from any other colleges you’ve attended. You will need to contact the issuing high school, college etc. directly to make these requests.

7. \_\_\_ Contact the Financial Aid office (or go on-line) to identify the new institution(s) on the FAFSA form; find out whether any scholarships you have will follow you if you transfer.

8. \_\_\_ Meet with your academic advisor at Hartwick to schedule classes for the following semester in case transfer does not happen. [Upon withdrawal, your course schedule at Hartwick will be dropped.]

9. \_\_\_ Once you have been accepted at the new institution and your decision to transfer from Hartwick is 100% final, contact Jane Bachman in the Office of Advising & Registration to complete official withdrawal paperwork (this form will be sent to Student Accounts, Financial Aid and Residential Life) and to fill out an exit survey. If you are living on campus, contact your RA regarding your room and keys (you will need to leave campus within 48 hours of withdrawing from Hartwick).