Transfer Checklist

☐ Apply online at WWW.CUNY.EDU/APPLY before posted deadlines: February 1 for fall; September 15 for spring.

If deadline has passed:
Bring the following to the One-Stop Center (room V-100). Call 718-368-4600 for hours.

☐ Credit/debit card or check/money order made payable to CUNY/UAPC for $70* application fee. (Cash not accepted.)

* If you are transferring from another CUNY college, inquire whether or not the application fee will be waived.

☐ Official College Transcript from all colleges attended (including CUNY colleges and College Now transcripts)

☐ Standardized Test Scores

☐ Official High School Transcript (if you’ve earned less than 24 college credits)

☐ High School Equivalency Exam Scores & Diploma (if applicable)

☐ Military Transcripts (if applicable)

ADDITIONAL ITEMS FOR APPLICANTS EDUCATED OUTSIDE THE U.S.

☐ Secondary School Transcript/ Statement of Marks

☐ Official English Translations of Foreign Documents

☐ TOEFL, IELTS or PTE Scores

☐ Green card (if not a U.S. citizen)

☐ Complete the Free Application for Federal Student Aid (FAFSA) online at WWW.FAFSA.GOV, even if you don’t think you’ll qualify for financial aid. NEED HELP? Bring your paperwork to the KCC Financial Aid Lab (room V-201).

☐ Submit proof of immunization for measles, mumps and rubella to the Health Services Office (room A-108).

☐ Return Enrollment Commitment Form and deposit. The link to the form will be in the acceptance letter sent to the email you listed on your application.

Schedule your Pre-Enrollment Appointment via the link to the Pre-enrollment RSVP Form in the transfer letter sent to the email you listed on your application. You will meet with an advisor at the Transfer Success Center (room M-101) to review your transcripts, confirm your major, and receive a testing letter for the CUNY Assessment Test(s) (if necessary).

If given a testing letter during pre-enrollment:

☐ Prepare for the CUNY Assessment Test(s) by taking practice exams online: WWW2.CUNY.EDU/ACADEMICS/TESTING.

☐ Take CUNY Assessment Test(s).

☐ After the test, you must return to the Transfer Success Center (room M-101) to make an appointment for a future date to register for your classes.

☐ Register for classes. Meet with a Transfer Advisor on your appointed date and time to review your transfer credit evaluation, your Degree Works audit, and your academic advisement plan.

☐ Check your CUNYfirst account for billing. If required, pay your bill at the Bursar’s Office (room A-205).

☐ Get your official KCC college I.D.
Go to Public Safety on the 2nd floor of the library (room L-202).

☐ OPTIONAL: To purchase a parking permit, bring your college I.D. and a check or money order to the Bursar (room A-205). NOTE: Your Bursar account must be cleared.

☐ Attend orientation.

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