

# University Transfer Application FAQs

For more information about planning your transfer, join the Canvas [College Transfer Planning Course](#).

## General Application Questions:

### How many schools should I apply to?

Advisors recommend applying to **at least three** different schools, at least one from each of the following categories: Reach, Target, and Likely. A “Reach” school is one that may be competitive, requires a high GPA for admission, and/or the cost of attendance may be a significant barrier. A “Target” school is one where you meet admission requirements (including GPA) and/or the cost of attendance is manageable. A “Likely” school is one in which your GPA is higher than the GPA required for admission and/or the cost of attendance is not a significant barrier.

### What is the [Common Application](#)?

An online application service used by over 500 colleges and universities around the country. Most of the schools that use the Common Application are private and/or out-of-state universities.

### How do I make sure I am applying for the major that I want?

The process for applying to major programs can vary greatly from school to school and especially from state to state. Sometimes there will be a separate application for the major, sometimes the two applications are combined and sometimes you don’t apply to the major until after you are admitted into the school. Be sure to read the information contained on the major/departmental website and reach out to staff within the department (advisors, faculty, or student workers) to find out more about how you apply to the program.

### Can I use the same personal statement for multiple universities?

It is not best practice to use the exact same personal statement for multiple universities. However, you could consider using the same basic essay and adjust it based on the details of the individual university and program for each application.

### Do I need to include recommendation letters?

It depends on the school and/or major. Some may not require any, some will require only one, other schools may ask for several. If recommendation letters are needed, ask faculty or staff at least two months in advance and confirm they can write a letter for you before submitting their name to the university.

### I am a Running Start student. How is my application process different?

If you are a running start student, regardless of how many credits you have earned, you will apply as a freshman and not a transfer student. This means you must adhere to all of the freshman deadlines and application requirements including testing requirements.

### I am an international student. How is my application process different?

As an international transfer student it is important to research the specific requirements for international student applicants. Sometimes international transfer students have different deadlines or there are only certain terms that they can apply. In addition, international transfer students are

commonly required to prove English proficiency. While some universities will accept your associate's degree as proof of English proficiency, many require that you submit test scores such as TOEFL and IELTS.

### Who should I contact if I have specific questions about how to complete the application?

The best place to get answers about a university's application is from the university admissions office directly. First, try to find the answer on their website. If you cannot find it, contact the admissions department. If you are applying directly to a major/department and your question is related to the requirements for that major/department, contact that major/department directly.

## Transcripts:

### How do I send my official transcripts? Do schools need transcripts from all the schools I have attended?

Students usually request official transcripts through the school's Registrar (Admissions & Registration). North's registration office, [ARRC](#) (Admissions, Registration, Records, and Credentials), offers you the chance to order transcripts online, in-person, or by fax.

It is required by law to send an official transcript from each college/university you have attended. Even if you have sent transcripts from other schools to North to be evaluated for and applied to your Associates degree, your official transcript from North will only include the coursework you completed at North. Also, if you are planning to request financial aid (or have received it in the past), the federal government has guidelines for awarding aid based on program completion or the number of credits you have completed.

### Is it okay if my transcripts arrive after the application deadline?

No, all application materials (including your official transcripts) must be received by your university's admissions department by the posted deadline. Your application may be considered incomplete or void if all components are not received by the application deadline. If extenuating circumstances impact the timely delivery of your transcripts, make sure to inform the admissions office.

### Do I need to send high school transcripts?

Some universities require your high school transcript as part of your application for admission. Whether or not it will be heavily considered for your admission will depend on a couple of factors, including: how many college credits you have completed prior to applying/transferring and if you will have an Associate's degree when you transfer/apply.

The University of Washington will use an unofficial high school transcript if you have completed less than 40 transferable credits at the time of application to check for your [college academic distribution requirements](#) (CADRs) and to learn more about an applicant's educational background.

## Degrees and Prerequisites:

### Is it okay if I am not finished with my degree when I apply?

Yes, many schools' application deadlines occur when students are 1-2 quarters away from completing their Associate degrees. Your application will usually have a section for you to include in-progress and

future coursework. You may need to send another official transcript to your university once your final grades and Associates' degree is posted on your North transcript.

### Is it okay if I am not finished with my prerequisites when I apply?

It depends on the major. Some majors outline coursework that needs to be completed by time of application and, for others, by time of admission. It is strongly recommended you create an educational plan with your North advisor and show it to a university advisor in your desired major to be sure all necessary coursework will be completed prior to application/admission deadlines.

## Admission Tests and Grades:

### Do I need to take any admissions tests?

If you have more than 45 credits, most universities will not require admission exam scores (such as SAT or ACT scores) as part of their admission requirements. However, in some cases they will. Be sure to check with each university to be sure they do not require tests. In addition, some major departments (such as the Foster School of Business at UW-Seattle, or Nursing majors) require additional assessments. Be sure to review the information on the website of the department where you plan to apply to find out all of the requirements for an application.

### How do universities calculate Grade Point Average (GPA)?

Each university will calculate your GPA differently. This is called your Transfer GPA and most commonly will only include college level courses (numbered 100 and above) and coursework that transfers to the university (i.e. not vocational or career training). They will also likely factor in all courses you have taken in college even if they were taken at multiple universities or were taken many years ago. If you are concerned about grades earned many years ago, ask the university about possible grade forgiveness policies.

### How will universities look at my repeated courses?

Each university has a different policy regarding repeated courses. Some will average the grades of the two courses and some will consider the higher grade only. Contact the admissions office to find out what the policy is. Also, at some schools, like University of Washington, it is not uncommon for departments or majors to have a different policy on repeated courses than the admissions office.

## College Application Glossary

- **Articulation Agreement:** A legal document produced when two or more academic institutions partner to provide a formalized pathway for students to transfer all credits or certain credits. For example, a university might promise that all North Seattle students who have an Associate Degree and maintain above a 3.0 GPA are guaranteed admission. Articulation agreements can vary widely and not all guarantee admission. Ask your advisor for more information about North Seattle's Articulation agreements with universities.
- **Departmental Application:** An application to a particular major or department within a school. Some schools will require you to submit a separate application to the major or department you are interested in. This application could be required at the same time as the school application or at a different time. It could also be required after you are already accepted to the university.

- **English Proficiency:** Many universities require student's whose native language is not English to prove that they are proficient in the English Language. Each university has a different policy on how students need to prove this. Most frequently they will require English Language test scores such as the TOEFL or IELTS. Sometimes they will allow students to prove English proficiency by achieving certain grades in English Composition or receiving an Associate Degree. Check the website of the college or university you are applying to in order to find out their policy.
- **Major-ready:** A term used to describe students who have prepared for their intended program of student. A major-ready student has completed all the prerequisites and requirements required by their intended major. This could include, but is not limited to coursework, volunteer hours, work experience, or test scores.
- **Prerequisites:** Requirements that must be met before a student may enroll in a particular course or program. A prerequisite might be the completion of a given class or sequence of classes before you are eligible for admission into a particular major. Check the website of the schools and departments you plan to apply in order to find out if they require that you take any prerequisite coursework.
- **Priority Date or Deadline:** The date by which your application — whether it's for college admission, student housing or financial aid — must be received in order to be given the strongest consideration.
- **Rolling Admission:** An admission policy of considering each application as soon as all required information (such as the application and transcripts) has been received, rather than setting an application deadline and reviewing applications in one batch. Colleges that use a rolling admission policy usually notify applicants of admission decisions more quickly.
- **Waiting List:** The list of applicants who may be admitted to a college if space becomes available. Colleges wait to hear if all the students they accepted decide to attend. If students don't enroll and there are empty spots, a college may fill them with students who are on the waiting list.