So you want to transfer?

are your first steps.

Research colleges & universities.

This transfer guide will cover the important issues of choosing an in-state or out-of-state school; public or private school; and why you should choose a school that is accredited. To help narrow down your choices for schools, there are some important things to consider. Does the school accept transfer students? Does the school offer your degree program of choice?

Talk to an Admissions Counselor.

There is more to a school than a degree program. A campus visit will give you in-sight on campus life, student housing, and the overall community. Check the Transfer Center Calendar regularly for scheduled campus visits.

Schedule a campus visit.

It is important to create a relationship with an admissions counselor early in the transfer process. This counselor can set up meetings with program directors, department chairs, and keep you informed of any changes to the transfer requirements. The HWC Transfer Center also provides opportunities throughout the year for you to participate in campus visits. Check out our Facebook page and the Transfer Center Calendar regularly for updated events and to sign up to attend.

Graduate from Harold Washington College.

An Associate’s Degree is important. If something happens and you cannot transfer right away, you will still have a degree. An Associate’s Degree shows that you have accomplished something. When going into the job market, it will set you apart from those with just a high school degree.
Illinois Four Year Institutions

Public
- Chicago State University
- Eastern Illinois University
- Governor’s State University
- Illinois State University
- Northeastern Illinois University
- Northern Illinois University
- Southern Illinois University
- Southern Illinois University Carbondale
- Southern Illinois University Edwardsville
- University of Illinois System
- University of Illinois at Chicago
- University of Illinois at Springfield
- University of Illinois at Urbana-Champaign
- Western Illinois University

Private
- Argosy University
- Aurora University
- Benedictine University
- Bradley University
- The Chicago School of Professional Psychology
- Concordia University Chicago
- DePaul University
- DeVry University
- Dominican University
- East-West University
- Erikson Institute
- Illinois Institute of Art - Chicago
- Illinois Institute of Technology
- Illinois Wesleyan University
- Lewis University
- Loyola University Chicago
- Midwestern University
- Millikin University
- Moody Bible Institute
- National Louis University
- North Park University
- Northwestern University
- Olivet Nazarene University
- Quincy University
- Robert Morris University
- Roosevelt University
- Rosalind Franklin University of Medicine & Science
- Rush University
- University of St. Francis
- Saint Xavier University
- School of the Art Institute of Chicago
- Spertus Institute
- Trinity International University
- University of Chicago

About Accredited Schools

Accreditation is a process where schools are evaluated and validated. A college is assessed on their mission statement, objectives and goals, requirements for admission, services to students, quality of education, and reputation of faculty.

What makes accreditation important?
Schools that are accredited are more likely to offer degrees that are nationally recognized by employers and recruiters. Obtaining a degree from an accredited university shows that you have received a quality education. And finally, it is important to note that you can only receive financial aid if you attend a school that is accredited.
**CollegeSource.org**
- Search Colleges all over the nation
- Find out their accreditation status, location, and annual cost of tuition & fees
- Look at their course catalog
- Browse the school’s website
- See Which degrees are offered
- Check out their admission requirements

**u.select**
- Find out which courses transfer to your school of choice
- Create a personalized transfer plan
- Learn about programs from other institutions
- View course catalogs and search for equivalencies by school

**CollegeBoard.org**
- Search for colleges all over the nation.
- Get contact information for the admissions office.
- Find out about their student body, size of campus, and where the campus is located.
- Check out admissions requirements, dates, and application information.
- Find out about tuition costs and financial aid offered.
- Find out about housing, student life, and their sports teams.
Your Transfer Checklist

College Level Credits 0 - 15:
- Develop ways to manage your personal finances, loans and financial aid.
- Develop ways to balance work, study, family and fun.
- Meet with an advisor to create an educational plan.
- Explore majors and career paths.
- Get involved with Student Clubs and on campus activities.

College Level Credits 15 - 30:
- Start your research on 4-Yr. Schools.
- Talk with college representatives on campus.
- Request information and applications from colleges of interest.
- Visit Open Houses at four-year schools. If you cannot attend an Open House, call to set up a campus tour.
- As your requested college information arrives, make sure to familiarize yourself with application deadlines.
- Meet with admissions counselors at four-year schools of interest to make sure your classes meet their requirements.
- Review your educational plan.

College Level Credits 30 - 45:
- Review your unofficial degree audit. Make sure you have taken all the classes you need to successfully graduate and transfer.
- Take a tour of the university.
- Decide on which four-year schools you want to apply to and check out their application requirements.
- Check to see if you need letters of recommendation.
- Draft a personal statement or essay, if needed.
- Request official transcripts from all other colleges that you have attended.
- Mail in completed applications.
- Start looking into what scholarships are available to you and make sure to pay attention to deadlines.

College Level Credits 45 and more:
- Find out about housing options (if applicable).
- Learn about the different campus organizations and where to go for support.
- Find out about different opportunities for work study or part time jobs in the area.
- Request an official degree audit from the Registrar’s Office in Room 209.
- Fill out the FAFSA on-line at www.fafsa.ed.gov. (February before you transfer)
- Apply for any scholarships if you meet the eligibility requirements.
- Apply for graduation at HWC.
- Wait to hear back from schools. Weigh your options and make a decision.
- Once you have decided on a school, be sure to send in your letter of acceptance.
- Celebrate your graduation from HWC!
- Request your final transcript to be sent from HWC to your four-year school.
Tips for Completing Online Applications

Be organized.
Every college is likely to have different requirements for online usernames and passwords. Once you create your login information, write it down and keep it in a secure place.

Be secure.
Applications will require you to enter in personal information like social security numbers and birthdays. When filling out online applications, make sure you are on a secure browser (the website will start with https://) and that the browser supports the latest security updates.

Answer all questions.
Take your time filling out each application. For questions that do not apply to you, type N/A for not applicable. Do not leave anything blank. Double check all entries and make sure you have uploaded the right essays. You want to send your final draft, not your first draft!

Proofread.
Print out applications before you submit them. Look over the application for any typos or other errors. Save the printed copy of the application for your records.
Writing the Personal Statement: Top 10 Rules*

1. Strive for depth rather than breadth. Narrow focus to one or two key themes, ideas or experiences
2. Try to tell the reader something that no other applicant will be able to say
3. Provide the reader with insight into what drives you
4. Be yourself, not the 'ideal' applicant
5. Get creative and imaginative in the opening remarks, but make sure it's something that no one else could write
6. Address the school's unique features that interest you
7. Focus on the affirmative in the personal statement; consider an addendum to explain deficiencies or blemishes
8. Evaluate experiences, rather than describe them
9. Proofread carefully for grammar, syntax, punctuation, word usage, and style
10. Use readable fonts, typeface, and conventional spacing and margins

Writing the Personal Statement: Top 10 Pitfalls*

1. Do not submit an expository resume; avoid repeating information found elsewhere on the application
2. Do not complain or whine about the "system" or circumstances in your life
3. Do not preach to your reader. You can express opinions, but do not come across as fanatical or extreme
4. Do not talk about money as a motivator
5. Do not discuss your minority status or disadvantaged background unless you have a compelling and unique story that relates to it
6. Do not remind the school of its rankings or tell them how good they are
7. Do not use boring clichéd intros or conclusions
   o "Allow me to introduce myself. My name is..."
   o "This question asks me to discuss..."
   o "I would like to thank the admissions committee for considering my application."
   o "It is my sincere hope that you will grant me the opportunity to attend your fine school."
   o "In sum, there are three reasons why you should admit me..."
8. Do not use unconventional and gimmicky formats and packages
9. Do not submit supplemental materials unless they are requested
10. Do not get the name of the school wrong
11. Do not incorporate technical language or very uncommon words

* Purdue OWL
Sample Personal Statement

My interest in science dates back to my years in high school, where I excelled in physics, chemistry, and math. When I was a senior, I took a first-year calculus course at a local college (such an advanced-level class was not available in high school) and earned an A. It seemed only logical that I pursue a career in electrical engineering.

When I began my undergraduate career, I had the opportunity to be exposed to the full range of engineering courses, all of which tended to reinforce and solidify my intense interest in engineering. I’ve also had the opportunity to study a number of subjects in the humanities and they have been both enjoyable and enlightening, providing me with a new and different perspective on the world in which we live.

In the realm of engineering, I have developed a special interest in the field of laser technology and have even been taking a graduate course in quantum electronics. Among the 25 or so students in the course, I am the sole undergraduate. Another particular interest of mine is electromagnetics, and last summer, when I was a technical assistant at a world-famous local lab, I learned about its many practical applications, especially in relation to microstrip and antenna design. Management at this lab was sufficiently impressed with my work to ask that I return when I graduate. Of course, my plans following completion of my current studies are to move directly into graduate work toward my master’s in science. After I earn my master’s degree, I intend to start work on my Ph.D. in electrical engineering. Later I would like to work in the area of research and development for private industry. It is in R & D that I believe I can make the greatest contribution, utilizing my theoretical background and creativity as a scientist.

I am highly aware of the superb reputation of your school, and my conversations with several of your alumni have served to deepen my interest in attending. I know that, in addition to your excellent faculty, your computer facilities are among the best in the state. I hope you will give me the privilege of continuing my studies at your fine institution.
Use this checklist to help you narrow down your transfer institution choices.

- Name of four year college: ________________________________________________
- Questions about Admissions: _____________________________________________
  __________________________________________
  __________________________________________

- Does the school accept transfer students? Yes No
- How many of your current course credits will transfer? ________________
- Admission Requirements: ______________________________________________
  __________________________________________

- When can you start classes? _____________________________________________
- What is the minimum GPA required to transfer? __________________________
- How many courses from Truman will transfer? ____________________________
- Do you meet all of the admission requirements? Yes No
- Application Questions: _________________________________________________
  __________________________________________
  __________________________________________

- Do you need a portfolio? Yes No
- What is the minimum ACT score required? _______________________________
- Number of letters of recommendation needed: ___________________________
- Need Associates degree to transfer? ____________________________________
- Application fee: ____________ Application Deadline: ______________________
- Do you need a separate application for program/department? Yes No
- College Questions: _____________________________________________________
  __________________________________________
  __________________________________________

- Cost of tuition and fees: __________________
- Favorite thing about the college: _______________________________________

- Course Questions: _____________________________________________________
  __________________________________________
  __________________________________________

- How many courses will you have to take? ________________________________
- Anticipated graduation date for bachelor’s degree: ________________________
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☐ How many of your current course credits will transfer? _____________

☐ Admission Requirements: ______________________________________

☐ When can you start classes? _________________________________

☐ What is the minimum GPA required to transfer? _________________

☐ How many courses from Truman will transfer? _________________

☐ Do you meet all of the admission requirements? Yes No

☐ Application Questions: _______________________________________

☐ Do you need a portfolio? Yes No

☐ What is the minimum ACT score required? _________________

☐ Number of letters of recommendation needed: __________________

☐ Need Associates degree to transfer? ___________________

☐ Application fee: __________ Application Deadline: ______________

☐ Do you need a separate application for program/department? Yes No

☐ College Questions: _______________________________________

☐ Cost of tuition and fees: ___________________________

☐ Favorite thing about the college: _______________________

☐ Course Questions: _______________________________________

☐ How many courses will you have to take? _________________

☐ Anticipated graduation date for bachelor’s degree: ______________
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