Transfer College Application Tips

Choose Type of Application to Submit

- For SUNY schools
  - Consider using the SUNY application. It is short, easy, and, if you are graduating from MCC, the application fee can be waived for up to seven schools.
  - Check to see if supplemental applications are required (for example, SUNY Albany requires one for admission and The College at Brockport requires an additional application for Social Work majors.)
- For private and out-of-state schools
  - Decide if you want to use the school’s individual application on their website or one that can be sent to multiple colleges such as the Common Application.
- Make sure to check deadline dates for both admission and financial aid applications!

Checklist for the Common Application
(or other multi-campas application such as Coalition or Universal)

☐ Transfer Common Application (Common App)
☐ Academic evaluations (i.e. letters of recommendation)
☐ Official college transcripts from ALL colleges attended
☐ Official secondary (high school) transcripts
☐ College Report or Dean’s Letter – print out and take to the MCC Registration and Records Office
☐ SAT or ACT scores, if required
☐ AP/IB/CLEP scores, if taken
☐ Mid-Term Grade Report, if required – print out and take form to each professor to complete (you will copy and mail the form directly to the college)
☐ Additional items if required by the specific college (ex. interview, portfolio, audition)
☐ Application fee or fee waiver

Checklist for Financial Aid

☐ FAFSA (Free Application for Federal Student Aid) and TAP application (Tuition Assistance Program - NYS aid)
☐ CSS PROFILE (College Scholarship Service) - on the College Board website (required by some private colleges)
☐ IDOC (Institutional Documentation Service) - on the College Board website (required by some private colleges)
☐ Parent and student federal income tax returns and W2s (or non-filing statement)
☐ College-specific financial aid application and documents if required (for example: Noncustodial Parent Profile)
☐ Documentation of permanent residency (if applicable)