TRANSFER SERVICES
RESOURCE GUIDE

The Office of Transfer Services
Room: D-101A Savoy Building
Phone: (718) 518-4457
Email: transferservices@hostos.cuny.edu
Visit Us Online: https://transferserviceshostos.wordpress.com/

Transfer Overview

The information below provides a brief step-by-step guide to assist you with transfer. It is not a substitute for reading the directions in your applications! If you need additional information or assistance, see a Transfer Advisor in Room D-101A.

Transferring to City University (CUNY) Colleges

When to apply: **Deadline: Feb. 1st for Fall admission**
Deadline: Sept. 15th for Spring admission
Applications submitted after the priority deadline are processed on a space-available basis, but students are still encouraged to apply.

1. Please complete a brief transfer survey in D-101A, and obtain the supplementary instructions for the online transfer application. File the transfer application online at www.cuny.edu

2. For students attending HCC, the University Application Processing Center (UAPC) will automatically request all CUNY transcripts.

3. If you are currently attending Hostos, be sure to list the courses you are taking on the application, and you will not have to pay the $70 application fee (even if requested). If you are expecting your associate degree, be sure to indicate this when asked.

Transferring to State University (SUNY) Colleges

When to apply: Preferably before Feb. 1st for Fall admission
Preferably before October 1st for Spring admission
SUNY accepts applications on a rolling basis. Call (800) 342-3811 or check the website www.suny.edu/student for more information.

1. If you are using a paper version, complete the application and mail it to the SUNY Processing Center in the envelope provided. (See the application booklet for exceptions to this procedure) If you are graduating from Hostos, you may apply to up to four SUNY schools without paying a fee.

2. File Transcript Request Forms at the Registrar's Office (D-207) and fill out one for each college you are applying to, using the addresses in the application booklet. (Do not have transcripts sent to the SUNY Processing Center). Pay $7 per transcript at the Bursar's Office (Basement of the Savoy Building). Then bring the stamped Transcript Request Forms to the Registrar. You may also fill out a transcript request form online at the HCC website: http://www.hostos.edu. Click on the Registration tab, then on the Transcripts link.

3. Contact any previous college(s) attended and request that official transcripts be sent directly to each of the colleges you are applying to (HCC cannot send previous college transcripts).

4. If you have earned fewer credits than the equivalent of one full year of study (24-30 credits), you need to submit your high school transcript (see application booklet).

Transferring to Private or Out-of-State Colleges

When to apply: Deadlines vary among colleges.
                  Contact each college directly for transfer and financial aid deadlines.

1. Use the CUNY common app to apply to up to 11 schools.
   https://www.cuny.edu/admissions/undergraduate/apply/cuny-application/

2. The application may be completed online for some colleges. Alternately, you can obtain applications from the colleges' websites or by calling the college and requesting that one be mailed to you. Read the directions for completing the application carefully.

3. Get a Transcript Request Form from the Registrar's Office (D-207) for each college you are applying to. Pay $7 per transcript at the Bursar's Office (A-205). Then bring the stamped Transcript Request Forms to the Registrar (D-207). Alternately, you can submit a transcript request online at the HCC website: http://www.hostos.edu. Click on the Registration tab, then the Transcripts link.

4. Contact any previous colleges attended and request that official transcripts be sent directly to each of the colleges you are applying to. HCC cannot send previous college transcripts.

5. Be sure to read the application instructions carefully, since some colleges require other information such as high school transcripts, recommendations, essays, or SAT scores. Your counselor can help you prepare and/or review some of these requirements.

NOTE: You must allow a minimum of two weeks between the time you request a Hostos transcript and the time it arrives at the colleges to which you are applying.

A Guide for Transfer Fair Day

Knowing your interests, academic and career goals, can help ease the transfer process. Make sure you research prospective colleges and universities to assist in planning your transfer strategy.

The **Transfer Fair Day** is designed to give you the opportunity to interact one on one with a senior college representative. Be sure to take your time and ask questions that are most important to you when deciding on which colleges to consider. Below are some questions to keep in mind when speaking with a senior college representative.

Making The Most of Transfer Day – Questions You May want to ask:
Come to the Office of Transfer Services for a list of more questions to ask!

- What majors do you offer?
- I am thinking of majoring in…..Does your college offer this major?
- Is this major a competitive one? Are there special requirements I will need to meet?
- Can I change my major after I am admitted?
- Do you offer application fee waivers and how can I obtain one? (for private and independent colleges)
- Do I need to write an essay to apply? (private and independent colleges)
- How many of my credits transfer to your college?
- Do you have any scholarships for transfer students? Is it a separate application process?
- Do you have a Veteran's or Students with Disabilities Office?
- Is there a specific GPA requirement for the program I want to major in?
- What type of financial aid do you offer?
- Do you offer campus tours or open houses, so that I may visit the school?
- Can I contact you if I have more questions? (Get their business card)

CUNY Transfer Application

Fall Deadline: Feb. 1
Spring Deadline: Oct. 1

Note: Applications received **after** the above dates are processed on a space available basis. You are still encouraged to apply.

About four to six weeks later you can check on the status of your application by calling the CUNY hotline 24 hours a day **(212) 997-2869**. Have your social security number or student ID number ready when calling. If you are experiencing difficulties with the hotline, please see a transfer counselor in D-101A.

Steps for Filing the online CUNY transfer application

1. Go to www.cuny.edu and under Admissions click on **Undergraduate**

2. Under **Undergraduate Admissions click on** "Prepare to Apply" and then click on " Transfer Students"

3. Read all of the information pertinent to applying to CUNY as a transfer student

4. Log into your **CUNY Portal** account.

5. Once you are in your CUNY Portal account click on **Apply Online**, enter your SS#, click on submit. You will then be asked to confirm your SS# and click on submit again.

6. Under General Information, click on **Online Application** and then on **Transfer**. You will then select between General Admission or Online Baccalaureate**. *Most students will select General Admission if you are looking to attend a CUNY senior college.*

7. Click on **Apply to Transfer Admission Application** and you will then have access to the application.

**If you have questions regarding transfer, the online application or the online Baccalaureate program, contact a Transfer Advisor or in D-101A, at 718-518-4457 or transferservices@hostos.cuny.edu

Need Help with the CUNY TRANSFER Application?

Are you having difficulty accessing your CUNY portal account? If you can not remember your password or your username, there is help!

A. Go to www.cuny.edu and click on Portal Log-in
B. Click on Forgot Username or Password which will allow you to obtain your log-in information.

C. If you are unable to log in or register for CUNY Portal you can go to C-596 Lab or contact the IT Help Desk @ (718) 518 – 4464 or itjobrequest@hostos.cuny.edu

NOTE: If you encounter technical problems when completing the CUNY online application or need to change any information after submitting your transfer application, please contact the CUNY OAS Helpdesk for Students:
      PHONE: 212-997-CUNY
      EMAIL: admissions@cuny.edu

If you are still having issues with your transfer application, see a Transfer Advisor in D-101A.

Please be aware of the following:

You do not have to request HCC or other CUNY transcripts. The University Application Processing Center (UAPC) will retrieve your transcripts.

You must request transcripts from **non-CUNY colleges**.

Non-CUNY transcripts must be sent to UAPC, P.O. Box 359023, Brooklyn, NY 11235-9023

IMPORTANT:
DO NOT pay the $70 fee if you are a currently enrolled HCC student. Even though the application is telling you to pay the fee, when you list your fall 2013 courses, you will be cleared and your application will not be delayed for the fee.

If you are not currently enrolled, follow the on-line instructions for paying the fee.

**Be sure to indicate when you are expecting your degree to be conferred

Transfer Scholarships

Transfer Scholarships or School Based Scholarships are monies to help pay for your education. Unlike loans, they are **NOT** repaid. Many colleges and universities offer different transfer scholarships based on specific criteria including financial need, academic merit, major of study and grade point average just to name a few. When researching which college or university you would like to transfer to, be sure to look into transfer scholarship opportunities that may be available to you.

Scholarship Opportunities

The Office of Transfer Services has information regarding a number of transfer scholarships at various CUNY, SUNY and private colleges or universities. In addition, throughout the Fall and Spring semesters some private and organizational scholarships become available. Please visit our office and make use of the informational handbooks and other publications regarding scholarships.

Be proactive and begin your search for scholarship opportunities early! In addition to college websites, there are various websites that obtain information on different scholarship opportunities.

Scholarship Information

Hostos Community College's Online Scholarship Management System

This user-friendly platform provides currently enrolled students with access to numerous need-and-merit based scholarships. It automatically matches you with eligible scholarships based on your GPA, course of study, and provided information. The site also includes external scholarship links and additional funding opportunities. Hostos scholarships are funded by the Hostos Community College Foundation, thanks to the College's donors.

Application Instructions:

- Login at www.hostos.cuny.edu/scholarshipsonline with your Hostos username and password.
- Fill out the general scholarship application.
- The online scholarship system will search our database and recommend scholarships and/or departmental awards within your eligibility. You will be automatically matched to some scholarships and for others you will need to provide more information in order to submit them.
- You may continue to check the system as new scholarships become available and browse our external scholarship list which provides direct links to outside scholarship websites. You will find this link in the "opportunities" tab on the top left corner of the main webpage. You will have to apply for each of these separately, as they are not a part of our database.
- Applications can be saved and you may return at any time to continue and complete the final version for submittal.
- Once you have applied for your scholarship, you will receive a confirmation email via the online scholarship management system. Please make sure to frequently check your Hostos email account to see if you are the recipient for any scholarships.
- Continue to check for new scholarship opportunities using the database system.

**Note: For competitive scholarships you must start searching <u>early.</u>

Frequently Asked Questions

What is the difference between School Based scholarships and Private/Organization scholarships?

School Based scholarships are offered by schools you are interested in transferring to. Private organization scholarships are offered by professional organizations, community, or special interest groups.

How do I know what scholarships are available?

Check the scholarship webpage throughout the Fall and Spring semesters. The website is updated frequently. Once we receive a new scholarship, it will be posted on the website. In addition, sign up for the scholarship list serv. As scholarships become available you will be sent an email.

Will my financial aid be affected if I receive a scholarship?

Receiving a scholarship may or may not affect your financial aid package. We recommend students meet with a financial aid counselor to see exactly how their aid may be impacted.

Will my credits from Hostos transfer to other schools within CUNY and beyond?

Yes, within the CUNY system, a tool called TREX can provide information on how your credits will transfer to other CUNY schools. However, for schools outside of CUNY, such as those you may consider transferring to after admissions, the credit evaluators at those institutions will ultimately decide which of your credits are transferable.

If I need help with my scholarship application, will a counselor be available to assist me?

Yes, a transfer advisor is available to assist you with your application. Schedule an appointment at least two weeks before the scholarship deadline to allow enough time for revisions if necessary.

How will I know if a scholarship is legitimate or a scam?

Unfortunately, each year thousands of students fall into the trap of applying for scholarships offered by fraudulent companies. Find out how to protect yourself from scholarship scams and learn how to tell whether something is legitimate or fraudulent. We found the following articles to be particularly useful.
http://www.collegeboard.com/parents/pay/scholarships-aid/21400.html
http://www.finaid.org/scholarships/scams.phtml

Office of Transfer Services

The Office of Transfer Services provides various resources to assist you in taking your next steps towards your college education. Transfer Advisors are available to assist you in exploring your options when transferring from HCC to a four-year institution. Transfer advisors conduct workshops and provide individualized assistance with researching colleges, degree requirements, how to learn about transferrable credits to other colleges and completing the transfer application process.

Transfer Services/Resources Include:

Individual and Group Transfer Counseling
Unofficial graduation audit

TREX (Transfer Explorer) Training
Workshops and Hands-on Transfer Clinics
Transfer Week
Transfer Fairs –Fall and Spring Semesters
Fall and Spring College Visits to Senior Colleges

Resource Room
- College Catalogs/Directories
- College Board College Handbook
- Peterson's Guide to Four-Year Colleges

Office of Transfer Services Staff

Rocio Rayo, Transfer Services Director
Joshua England, Transfer Services Coordinator

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For Appointments Email: transferservices@hostos.cuny.edu
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