TRANSFER CHECKLIST—Keep this checklist for your records

A transfer applicant is someone who has enrolled in college courses after completing high school.

☐ UNDERGRADUATE APPLICATION: MassTransfer and Joint Admissions applicants should not complete this application. Please contact the Massachusetts community college you are attending to request a MassTransfer application or Intent to Enroll form.

☐ APPLICATION FEE OF $25 (non-refundable): Do not send cash. Please print applicant’s first and last name on the check or money order. The application fee may be waived for those applicants with extreme financial need. Fitchburg State endorses the fee waiver policy of the College Board and NACAC, as well as accepts fee waivers from college transfer counselors and nonprofit agencies.

☐ OFFICIAL COLLEGE TRANSCRIPTS from each college attended. Transcripts are considered official only when sent to Fitchburg State University directly from the college.

☐ OFFICIAL HIGH SCHOOL TRANSCRIPT: Transcripts are considered official only when sent to Fitchburg State University directly from the high school. Applicants who have completed a GED should also submit official test results. Transfer applicants who have earned an associate’s degree are not required to submit high school or GED information.

☐ OFFICIAL SAT AND/OR ACT TEST SCORES are required only from applicants with fewer than 24 transferable college credits at time of application and who have been out of high school less than three years. The Fitchburg State University code for the SAT is 3518 and for the ACT is 1902.

☐ APPLICATION ESSAY

☐ LETTERS OF RECOMMENDATION (optional): The Admissions Committee encourages applicants to submit letters of recommendation from transfer counselors or college professors. Applicants to the Nursing, Film/Video Production and Photography programs are strongly encouraged to submit letters of recommendation relevant to their intended major.

☐ ADMISSIONS INTERVIEW (optional)

☐ INTERNATIONAL STUDENTS: Applicants who are not a U.S. Citizen or a Permanent Resident must submit additional materials. Please refer to the International Application Supplement located on our website: www.fitchburgstate.edu/admissions.