

# Your Transfer Checklist



## 1. Submit a completed application form with copies of all your official transcripts.

If you have previously earned a degree at another college or university, you'll likely have met most of King's core curriculum requirements. You will probably receive transfer credit for all college-level courses in which you earned a C- or higher.

## 2. The Office of the Registrar completes your transfer evaluation.

This happens once you are accepted into your degree program. The transfer evaluation shows you course equivalency and which degree requirements you have already met.

## 3. Your faculty advisor works with you to determine which classes you need to register for.

Your previous course work will be evaluated based on:

- Level
- Content
- Quality
- Comparability
- Degree of program relevance
- Institutional accreditation

## 4. We apply your accepted transfer credits to your new degree.

## 5. Complete enrollment forms.

You receive an enrollment packet when you are accepted. Complete and return the enclosed documents as soon as possible to reserve your place as a transfer student in our incoming class.